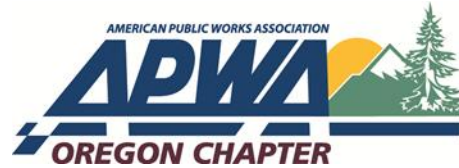


American Public Works Association



City of Eugene
Engineering Department

BOARD MEETING MINUTES

February 13, 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; Eric Jones, Robert Tintle, Matt Rodriguez, Doug Singer, Mark Schoening

Meeting was called to order at 10:15 am by President-Elect Kerber. Song assigned to take minutes. Good of the order followed. Guests included:

- Eric Jones, Communications Committee
- Robert Tintle, Leadership and Management Committee
- Matt Rodriguez, Sustainability Committee
- Doug Singer, Eugene Luncheons
- Mark Schoening, 2015 Spring Conference Committee

President's Report (Kerber for Watkins):

- Top Ten: Eric Jones, the Chapter's 2015 nominee, praised Adam Craft's organization and leadership in the application process
- Life Membership: Jeanne Nyquist is the Chapter's newest Life Member

- Kerber distributed the updated list of officer duties. Munro asked if director duties should be included. Discussion supported development and inclusion of director duties.
- Song moved to approve updated list of officer duties with a future update to include director duties, Papadopoulos seconded. Motion was approved by unanimous vote.

Secretary's Report (Messenger for Thomas)

- Messenger distributed January minutes. Minor typos were identified, Eric Jones asked for clarification of quotation marks around "Foundation Raffle" and "Chapter Raffle". It was clarified that quotations referred to whether it was a Foundation or Chapter effort, not whether it was a "raffle". Willer informed the Board of applicable IRS rules and reporting. Ownership of future raffles discussion is ongoing and the Board (Willer and Kerber) will reach out to the Foundation Board to clarify.
- Roos moved to approve January minutes as corrected, Willer seconded. Motion was approved by unanimous vote.

Treasurer's Report (Willer)

- Willer distributed the January Treasurer report and explained new format
- Chapter Reserves – Willer presented approaches to determining reserve budget
 - National recommended 35% of operating budget
 - A risk-based determination of potential Chapter risks (cancelled events, low attendance)

Discussion included current balances, potential risks and evaluation of educational and conference fees. General agreement was to target the recommended 35% of budget and continue to monitor fees.

- Munro moved to approve policy of targeting a reserve balance of 35%, Messenger seconded. Motion was approved by unanimous vote.
- Song moved to approve the January Treasurer report, Munro seconded. Motion was approved by unanimous vote.
- Audit Committee – Kerber informed the Board that Mike Adams, City of Sweet Home, responded to Watkins' call for members and has been added to the Chapter Audit Committee. The committee meets February 18th at the City of Wilsonville.
- Willer received a call from Maggie at Cameo regarding Steve Nichols, an instructor at the Street Maintenance School. Steve is now retired, but would like to continue instructing and has requested lodging. In this instance we have a complimentary room available. Board discussed current issue and whether or not we should have a written policy. Willer will instruct Maggie to use the complimentary room for this instance and will gather more information to inform an overall policy.
- Willer informed the Board that the 2015 Budget has been received and approved by National. The National website has not yet been updated.

National Delegate's Report (Kerber for Boss)

- Kerber distributed the "Talking Points" from National.

Foundation Report (Kerber for Weston)

- Kerber distributed report from Weston, not much news. Foundation is reaching out to the University of Portland and George Fox University to gauge interest in participating in the Scholarship program.

Review of Strategic Plan

- Willer reported that there will be an APWA booth at the Spring Conference with possible demonstrations of the Member's Library. There was discussion on whether a demonstration at one of the lunches would be effective. Papadopoulos will contact Leslie Finnigan/Barbara Blair, Membership Committee, to see if they will present (Willer/Papadopoulos backup)
- 1st Timers – Joe Primeau will be leading at conference
- Education – Munro asked if anyone knew of training in Water Treatment Plant Lab protocol. None apparent in group, those with labs will follow up.
- Communications – Eric Jones reported that ~50 members of the Chapter don't have e-mails on file with National and thus do not receive news and notifications.

Education Committee Chair

- Song reported no progress. A call for interest will be distributed at the spring conference.

OUNC Representative

- Song reported no progress. Song will contact Bob Patterson for status

Conference Updates

- Spring 2015 – see Committee Reports below
- Fall 2015 – Canyonville - No report
- Fall 2016 – Bend – No report
- Conference Siting – Papadopoulos presented a proposed conference siting rotation with primary venues and secondary venues resulting with primary venues being visited on a biannual basis. Discussion included definition of primary venues, various board member preferences and recurrence intervals. Papadopoulos will revise and send update

Committee Reports

- Communications –
 - Eric Jones distributed a memo summarizing features, benefits and issues with the new website.
 - Brand Management – Eric gave an overview of brand management and how it benefits the Chapter. He requested board assistance in developing a policy
 - Advertising – Eric described opportunities for selling advertising and job postings, and asked if we needed to review current advertising rates. At this time, the Board felt with the current adequate reserves, no change or additional revenue sources were necessary.
 - Succession Planning – Eric announced his intention to retire in 2015. He felt he had responsibility to find a successor and plans to continue his involvement in the Chapter. He is working on documenting the procedures of his position.
 - Committee Work Plan – Eric distributed his 2015 Committee Work Plan
- Spring Conference –
 - Mark Schoening presented the following statistics:
 - Currently at 66 delegates, with exhibitors, 110-120 attendees
 - 27 golfers with room for more
 - 3 disc golfers with heavy sponsorship
 - 24 technical sessions with opportunity for exhibitor spotlight presentations
 - Top Ten – Eric Jones will be announced as the Chapter's nominee. Watkins to incorporate into script and also invite Eric to the Board Dinner
- Leadership and Management –
 - Robert Tintle distributed the committee's work plan, presented committee website improvements and highlights of a new mentorship program.
- Eugene Luncheon –
 - Doug Singer gave an update on the Eugene luncheons. Currently averaging 35-50 attendees, often standing room only. They have plans for six luncheons in 2015 and are actively seeking speakers.
- Sustainability –
 - Matt Rodrigues asked for Board support of his nomination to the APWA (National) Center for Sustainability Committee. *Watkins to write letter of support.*
 - Matt demonstrated new website content and format, discussed goals, highlighted spring conference technical sessions and need to grow membership. Currently the committee is weighted toward consultants.
- President-Elect Kerber thanked the committees for their efforts, especially their help in getting the Spring Conference technical sessions organized.
- Future Technical Sessions – Kerber discussed timing of fall conference call for entries and committee involvement. Song recommended a flyer to announce call for entries similar to what was done in 2013.

New Business

- By-Laws Update - Song will forward updates to National for approval and distribute to membership in advance of the business meeting at the spring conference.
- PACE Award – Song informed Board that the 2015 PACE Award submission is in progress. Munro stated that the Chapter should do a better job of explaining its significance and history to the membership. Discussion indicated that this could be true of a lot of conference activities. It was recommended that Watkins ask Jill Marilley to add the PACE Award to her presentation at the spring conference. It was also recommended that the Board review PACE requirements on a quarterly basis, Song to present at future meetings. There was a short discussion on possible outreach activities for 2015, all board members to bring ideas to the next meeting.

Meeting adjourned at 2:25 pm

Next Meeting March 17th in Eugene, Valley River Inn

Attachments:

Talking Points

Foundation Report

Talking Points

Monthly Update for APWA Leadership

February 2015

Membership

- The final December membership count was 28,559. That represents a 0.24% increase compared to same time last year and a 0.33% increase (94 members) compared to last month.
- The 2014 “1st Time Member” special offer campaign has brought in 2,281 new members in the 2014 calendar year; 220 of those are Canadian members. This is 16% (322 members) higher than same time last year. This campaign allows anyone who has not previously been a member to join APWA for \$87 USD/ \$90 CAN.
- Overall retention is at 86.3%, an increase of 0.35% compared to last month.
- The 2015 Chapter Leadership Training will be held in Kansas City on February 26-27. More than 100 chapter and branch leaders from 55 chapters will attend this two-day training and networking program. Questions pertaining to the Chapter Leadership Training can be directed to Rhonda Wilhite at rwilhite@apwa.net or Brad Patterson at bpatterson@apwa.net.
- The 2015 Council of Chapters Winter Meeting will be held in Kansas City on February 27. Delegates and alternate delegates will gather for general and regional sessions in addition to having time for committee meetings to address topics and ideas to support the APWA strategic priorities. For more information on the Council of Chapters contact Sharica Smallwood-Ware at sware@apwa.net.
- The APWA Awards deadline is Monday, March 2. All nominations can be submitted up to midnight Eastern Standard Time. Please contact Rhonda Wilhite at rwilhite@apwa.net or by phone at 800-848-2792 (ex. 5261) with any questions.

Professional Development

- The new credentialing candidates have selected mentors, taken their pre-assessments and 360 (PWE) evaluations. They completed the first five steps of the “Program Start-Set-Up” checklist within two months of being accepted into the credentialing program and all are working on the first few steps of the “Program” check list. The mandatory mentor selection and program overview were successful in getting the candidates and their mentors moving through the initial program requirements quickly.
- The Quality Council and Research Councils have been busy reviewing Professional Development Plans and projects in anticipation of graduation at Congress. All Councils are working to complete their Policy and Procedures documents. 26 mentors attended the mentor forum in January.
- The Leadership and Management Committee has invited representatives from each Public Works Institute to contribute an article to their 2015 *Reporter* series that will highlight the 11 core units each institute is required to cover. Each institute that contributes an article will also have an opportunity to have their institute highlighted.

□ The 2015 certification exam schedule is now available by clicking [here](#). The three APWA certification programs have the following number of professionals certified: 93 CPFPP (Fleet); 244 CPII (Infrastructure Inspector); and 91 CSM (Stormwater Manager). For more information contact Becky Stein at bstein@apwa.net

□ The Leadership and Management Committee continues to seek nominations for the “Recognize Your Leader” series. Look around your organization and find someone to recognize for a specific project they have done. It could be your manager, first line supervisor, assistant, or janitor. Submit the name of the individual and a brief summary of the project you would like to recognize them for to Becky Stein at bstein@apwa.net.

Accreditation

□ The Village of Wellington, FL became the 98th Accredited Agency following a successful site visit January 26-28, 2015.

□ The City of Palmdale, CA and the Village of Skokie, IL were awarded Re-Accreditation following successful site visits in January 2015.

□ Three Evaluator Training workshops were held (Vancouver, WA; Kansas City, MO; and Tampa, FL) which resulted in 22 new Evaluators added to the list. Evaluators are selected from accredited agencies or those agencies that are under contract to become accredited.

Government Affairs

□ On January 9, all APWA *Advocates* received a message encouraging them to contact their Congressional representatives and share the importance of infrastructure investment with the new Congress. All APWA members are encouraged to make contact with members of Congress as they consider issues of interest to public works.

□ On January 16, the White House announced a new suite of initiatives under the Build America program which was originally established in July 2014. The new initiatives expand infrastructure investment opportunities in water and rural infrastructure and introduce a new type of municipal bond. To learn more about Build America, visit [click here](#).

□ On Wednesday, January 28, the Senate Environment and Public Works Committee (EPW) held a hearing on long term highway reauthorization. The hearing focused on the effect the impending insolvency of the Highway Trust Fund will have on states, local governments, business, and other stakeholders. The committee heard from two panels of witnesses. Anthony Foxx, Secretary of the Department of Transportation, was the key witness for the first panel. The second panel featured three state governors including: Robert Bentley of Alabama, Peter Shumlin of Vermont, and Dennis Daugaard of South Dakota. Committee members and witnesses emphasized the importance of having a long term reauthorization to help state and local governments plan for projects and to keep costs down.

□ On Wednesday, February 4, the full Transportation and Infrastructure Committee and EPW Committee will hold a joint hearing on the EPA’s recently proposed ‘Waters of the US’ (WOTUS) rule. The hearing will focus on the impacts of the proposed rule on state and local governments.

□ FEMA is accepting nominations for its National Advisory Committee (NAC). Applications are due on Monday, February 16. Solicitations for applications were sent to the APWA Government Affairs Committee and Emergency Management Committee. To learn more about the NAC, click [here](#).

□ APWA President-elect Brian Usher and Executive Director Peter King joined with other first responder organizations and FHWA for a two day dialogue on traffic incident management and efforts underway to provide training to 1,000,000 first responders including public works. For more information, contact Peter King at pkling@apwa.net or Teresa Hon a thon@apwa.net.

Center for Sustainability

□ The Center for Sustainability is highlighting sustainable practices in a new “In the Know” campaign and is seeking ideas for sustainable practices to highlight. The first one highlighted the DC bag law, “Skip the Bag, Save the River!” January’s offering features the City of Scottsdale’s innovative leasing of existing street lights/poles to cell providers which helps keep cell towers at a minimum and provides additional revenue of \$1.2 million. For more information, click [here](#).

□ Three Center leaders reviewed over 30 proposals for Congress sessions that deal with sustainability issues and sat on the final selection committee to assure that sustainability is well-covered in the Congress program. This is especially important as the Sustainability Conference has merged with APWA Congress.

□ The Institute for Sustainable Infrastructure (ISI) and the Envision Rating Tool are growing in recognition. The County of Los Angeles recently was recognized as the first public agency to train and credential 100 of their staff as ENV SPs.

□ Anne Jackson, NCIDQ, CDT, LEED AP BD+C has accepted the position of Director of Sustainability with APWA and will be joining the staff in the Washington office effective February 9, 2015. Anne has over 12 years’ experience in various facets of sustainability and will be the primary staff contact for the APWA Center for Sustainability. Anne joins APWA from the Maryland Department of General Services where she served as Sustainability Officer.

CPWA

□ CPWA President Kealy Dedman will be attending a March 19, 2015 Asset Management Roundtable being held by Infrastructure Canada. Attendees will include both federal and provincial officials and representatives of municipalities who are involved in asset management, as well as stakeholders. CPWA was noted in the invitation as one of six key stakeholder organizations that the Government has asked to join the discussion.

□ The 2015 CPWA National Public Works Week Awards program recognizes outstanding municipal public works awareness programs and events held during NPWW. Criteria for the program can be found [here](#): Click here to download the criteria.

□ In anticipation of NPWW, CPWA will be working with the Canadian Chapters to solicit provincial proclamations of NPWW from provincial premiers.

□ CPWA President Kealy Dedman spoke at the January 29th OPWA 50th Anniversary Meeting. Dedman’s comments encouraged public works/infrastructure advocates to continue to promote

infrastructure as a top priority. Infrastructure does appear to be a key issue leading up to the 2015 election in the fall.

□ CPWA President Kealy Dedman will also be speaking at the March Women in Public Works program being presented by the Public Works Association of British Columbia.

□ CPWA is planning for the April 27-28 Board Meeting to be held in Ottawa, ON. This annual meeting involves updates and meeting with Government and other stakeholder organizations.

International

□ APWA's International Affairs Committee and The Eisenhower Institute at Gettysburg College (EI) are pleased to announce the Jennings Randolph International Fellows for 2015. Chosen from a field of 14 applicants were Frank Pandullo, P.E., Charleston County's Stormwater Utility and Technical Manager and Tom Jacobs, Director of Environmental Programs, Mid-America Regional Council, Kansas City, Missouri.

Frank Pandullo will attend and present at the National Public Works Conference in May 2015 in Vsemina, Czech Republic and Tatry, Slovak Republic. Tom Jacobs will attend and present at the Joint IFME World Congress on Municipal Engineering and IPWEA International Public Works Conference in June 2015 in Rotorua, New Zealand.

□ The next International Chapter Liaison conference call will be on Wednesday, February 18, 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 lpowman@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](#).

Conferences – Snow and Congress

□ Registration is now open for the North American Snow Conference to 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. The City of Phoenix has been making environmentally sustainable practices a priority within key public works areas, creating thousands of jobs and making the city an ideal host for the public works industry's premier international event of 2015. 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.

Scholastic Foundation Report

Oregon Chapter – American Public Works Association

There is not much news on the Scholastic Foundation since our December meeting although of note is that we are looking at two to three new scholarships based tribute accounts reaching the \$10,000 mark and the Past Presidents tribute account reaching a total, through contributions and consolidation of some underfunded tribute accounts, that will support a new \$1,000 scholarship. We also discussed reaching out to George Fox University and University of Portland engineering schools to gage their interest in our program. We will continue these discussions and hopefully have new information by the time we meet at the Spring Conference. – Greg Weston