

December 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Washington County Operations Center, Hillsboro, Oregon December 9, 2005 Board Members Present Board Members Absent Greg Miller Lila Bradley Ted Kyle Jim Carnahan Kurt Corey Yvonne McClain Rick Olson Hugh Kalani Visitors Peggy Keppler Marty Andersen (for Sam Johnston) Bob Patterson Barbara Duda Gregg Weston Derek Forseth (incoming director) Eric Jones Paul Klope Gordon Munro Elizabeth Papadopoulos Kevin Timmons Meeting called to order at 9:35 AM Chapter Board Meeting Approval of Minutes The minutes of the November 10, 2005 regular board meeting were approved with an editorial correction to the December 9 meeting start time. Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. President's Report Greg Miller expressed his thanks to the board for their efforts and accomplishments over the past year, particularly noting the two very successful conferences and his appreciation for the sound financial condition of the Oregon Chapter. Delegate's report Hugh Kalani provided a report on recent activities. He provided draft information regarding the guest/spouse program contemplated for the Spring Conference and various iterations of the logo and theme for the conference which will be: "Public Works – Bridge to the Future". Hugh also reminded the board of the upcoming joint Region VIII & IX meeting scheduled for early April in Reno and suggested the board consider sending one or more officers to attend the Chapter Officer training to be conducted at the meeting. Correspondence The correspondence file with various items was circulated for information. Among other items, there was information relating to an asset management users group that is being formed, correspondence calling for nominations for national committees and appointments, a status report from John Ostrowski on the Public Works Institute, information regarding an upcoming conference call on bylaws updating, and correspondence from Yvonne McClain regarding advertising rates in the Daily Journal of Commerce. Chapter Conferences: • Fall Conference 2005, Salishan, October 10-13 – Lila Bradley was not available to provide to report on the Fall conference but indicated in prior correspondence the final accounting is in progress with an expectation that revenues over expenses will be about \$3000. The cost of services provided by ESI was somewhat higher than anticipated which should be considered as part of the 2006 budget preparation. It was also noted that costs for the "First-timers" program should be taken into account as part of the conference budgeting process. • Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Greg Miller provided a brief report of conference committee meetings to date. He indicated a draft conference budget had been developed and that President Bob Freudenthal had confirmed his plans to attend. Greg also noted that Jim Fahey, APWA's Government Affairs Director, was available to present information on APWA's advocacy activities. Kurt Corey provided an updated draft of the technical program schedule and accepted various offers from prospective facilitators. He noted a 4th track may be added to the program and that speaker forms would be due by February 1. Kevin Timmons reported the Water Resources Committee had developed several ideas for sessions that he would forward for consideration. Gordon Munro indicated that Jennifer Schieberl had expressed an interest in presenting a session on "Engineers Without Borders". And, as noted earlier, Hugh Kalani provided information regarding the draft guest program. • Fall Conference 2006, Pendleton – Bob Patterson confirmed the Pendleton Convention Center has been booked for October 10-13.

The board discussed several questions Bob posed related to the technical program, potential budget/registration fees, and exhibitors. • Spring Conference 2007, Ashland – Terry Chamberlin reported in previous correspondence that he is working with Ashland representatives on a draft contract to hold the conference in Ashland the first week of May, 2007. • Fall 2007 Conference, Bend – There was no further information to report on the Fall 2007 conference at this time. • Spring 2008 Conference, Joint w/ Washington and Rocky Mountain Chapters – The prospect of a three-way conference with Washington, Oregon, and the Rocky Mountain Chapters will be discussed at the joint meeting with the Washington Chapter at the Spring Conference in March. Chapter Goals for 2006, Annual Budget Discussion and Committee Reports: The list of goals for 2005 was reviewed and used as a template for development of updated goals for 2006 as reports were received from the following committees. A revised list will be prepared for approval and adoption at the January board meeting. • Standard Specifications – Paul Klope reviewed the work of the Standard Spec committee over the past year as the process to update the document has been initiated. Several subcommittees have been assigned and are active, others need more participation. Their goal is to update the specs by July for publishing late in 2006 in anticipation of being ready for 2007 construction projects. Paul indicated the budget requirements for the effort are unclear at this time but proposed a \$5000 placeholder in the budget to accommodate updates to drawings if necessary. • Water Resources – Kevin Timmons reported the Water Resources Committee meets regularly and has either conducted or scheduled several activities, trainings, and field tours. A training on sustainable stormwater treatment is scheduled for the near future. The committee recommends adding website links to WEF and ACWA and possibly others. • Newsletter – Eric Jones submitted a comprehensive written report summarizing newsletter highlights for 2005 together with a proposed budget for 2006. The board subsequently discussed various strategies for non-member distribution of the newsletter. • Education – Ted Kyle provided a summary of education activities for the past year He reported the new class offering, “Contracting for Success”, had drawn 27 students to its initial offering. The Education committee is considering developing a session on “Project Management” for next year. • Leadership & Management – Peggy Keppler and Elizabeth Papadopoulos provided a report on the mentoring program, 2005 legislative activities, and suggestions for 2006. They are pursuing the “First-timers” program for both conferences in 2006. The board also discussed updates to the goal on “Outreach”, noting a continuing relationship with the Oregon Building Congress and Paul Klope’s participation on OAPA’s 2005 asphalt paving awards committee. • Public Relations – Eric Jones shared several ideas for integrating into the 2006 public relations goal including establishing committee web pages, the development of a database for expanded distribution of chapter information, and actually appointing a Public Relations Committee to help the chapter become more proactive in this area. • Awards – Gordon Munro provided a report to the board on the substantial progress made toward nominating and recognizing members’ achievement in 2005. The board commended Gordon for the work of the Awards Committee and, following discussion, updated goals for 2006. • Membership – Barb Duda provided a summary of membership recruitment activities, noting the newly available student membership category could be one additional strategy to increase chapter membership. Barb suggested looking into student activities that would work as an incentive for them to join. Following discussion, the board decided to establish a goal of 800 members for 2006. • Conferences – On the topic of future conferences, the board expressed a desire to develop and maintain a 5-year rolling list of spring and fall conference sites. Old Business: • Public Works Institute – Paul Klope distributed additional information from John Ostrowski relating to the Public Works Institute, explaining the

current proposal would involve 90 classroom hours comprised of three 4-day sessions. There is also the possibility of individual elective classes that would accrue toward certification. • Other Old Business - Other items listed as “Old Business” in the published agenda were deferred until the next meeting. New Business: • Gordon Munro – Young Member Involvement – Gordon Munro addressed the board to discuss various strategies for enhancing the involvement of younger members in the organization and the associated advantages. The board expressed appreciation to Gordon for his interest and concern and concurred this is an area to be championed. It might, for example, be a logical part of future conference planning. • Request for support – Patricia Bugas-Schramm, Jennings Randolph Fellowship – The board reviewed the application for a non-specific amount of financial assistance and, following discussion, deferred a decision until the January meeting. The board expressed a desire to develop a more objective review process for use in responding to this and similar requests. • 2006 Budget – Rick Olson provided a draft chapter budget for 2006, noting budget information was due to national by December 15. Following deliberations during which various amendments were made, the board approved a balanced 2006 budget of \$93,550. • Other New Business - In the interest of time, other items listed as “New Business” in the published agenda, including establishing board meeting locations for 2006, were deferred until the next meeting. Director Initiated Items – Kurt Corey reported the Oregon Building Congress had submitted a copy of their annual report together with a request for funding. This item will be discussed further at the January meeting. Greg Miller shared correspondence from Yvonne McClain who indicated she had scheduled an upcoming discussion with the Black Engineering Association regarding APWA. Next Board Meeting: January 13, 2006, 10:00 AM, Otak, Lake Oswego Agenda Items for next meeting: • Request for Support from Patricia Bugas-Schramm – Jennings Randolph Fellowship • Oregon Building Congress Request for Financial Support • Board Meeting Locations for 2006 Meeting adjourned at 3:05 PM Submitted by Kurt Corey, Secretary OREGON CHAPTER BOARD 2006 MEETING CALENDAR Month JANUARY Date 13 Location Otak/LAKE OSWEGO FEBRUARY 10 ODOT/SALEM MARCH 28 Vancouver Convention Center Spring Conference – Vancouver, WA APRIL No Meeting MAY 12 PORTLAND JUNE 9 BEND JULY 14 LINCOLN CITY AUGUST 11 PENDLETON SEPTEMBER No Meeting APWA Congress – Kansas City OCTOBER 10 PENDLETON Fall Conference - Pendleton NOVEMBER 9 EUGENE Note Thursday Meeting Date DECEMBER 8 HILLSBORO Minutes approved by the Oregon Chapter APWA Board of Directors, January 20, 2006

November 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Eugene Airport, Eugene, Oregon November 10, 2005 Board Members Present Board Members Absent Greg Miller Ted Kyle Kurt Corey Lila Bradley Rick Olson Jim Carnahan Hugh Kalani Bob Patterson Marty Andersen (for Sam Johnston) Peggy Keppler Yvonne McClain Visitors Gregg Weston Terry Chamberlin Meeting called to order at 10:10 AM Chapter Board Meeting President Greg miller opened the meeting by welcoming the two new board members in attendance. Peggy Keppler was elected by the general membership to fill the unexpired term of Chris Berquist and Marty Andersen was present to fill in for Sam Johnston. Marty was also elected to the board and will officially be assuming Sam’s position effective January 1, 2006. Approval of Minutes The

minutes of the October 10, 2005 regular board meeting were approved as submitted. Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. Rick noted the 2006 chapter budget is due to National by December 15. President's Report Greg Miller provided a brief report on the following items:

- Student memberships are now officially sanctioned through APWA and the chapter will need to investigate the possibilities for integrating this new option into our annual work plan.
- APWA recently published and circulated the 2006 Awards Program booklet. Please think about potential candidates and forward the appropriate nominating information to Gordon Munro.
- Delegate's report Hugh Kalani provided a report on recent activities:
- Terry Chamberlin, Ted Kyle, and Hugh recently met with the Portland Visitors Bureau to discuss the possibility of hosting a future National Congress in Portland. The Visitor's Bureau was very helpful and interested in trying to put a proposal together. Initial questions related to available gross exhibitor space and total hotel rooms in the vicinity of the Convention Center. More information to come....
- The Region VIII and IX joint Delegates meeting is scheduled for April 1 in Reno. The meeting agenda will include APWA's leadership training and Hugh suggested the chapter consider sending one or more chapter officers who have not as yet had this excellent training.

Correspondence The correspondence file with various items was circulated for information. Included in the file was information regarding the 2006 National Awards Program, the upcoming conference call scheduled for November 17 on the topic of the Public Works Historical Society, a thank-you note from Kim Mast expressing her appreciation to the chapter for hosting her attendance at the Fall Conference, correspondence regarding the change of venue for the 2006 National Congress, and a reminder of upcoming deadlines for chapter reporting.

Chapter Conferences:

- Fall Conference 2005, Salishan, October 10-13 – As Lila Bradley was not present to report on the accounting for the fall conference, this will be included on the December meeting agenda. Yvonne McClain reported the final accounting is not yet complete for the donated gift baskets.
- Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Greg Miller provided an update on the monthly planning meetings for the upcoming joint spring conference. Kurt Corey reviewed the preliminary technical program – the board suggested consideration of a fourth technical session track and Greg will bring this up at the next planning meeting.
- Fall Conference 2006, Pendleton – Bob Patterson submitted a brief report via e-mail indicating the conference center has been reserved for October 10 – 13, 2006 in Pendleton.
- Spring Conference 2007, Ashland – Terry Chamberlin provided a report of his efforts to date in investigating a potential Spring, 2007 conference in Ashland. Following discussion, the board asked Terry to see what commitments could be made for late April or early May – Terry will report back with his findings.
- Fall 2007 Conference, Bend - The board discussed several possibilities for the Fall, 2007 conference venue and asked Terry to conduct preliminary reviews of Bend, Salem, and Skamania and report back for further discussion.
- Spring 2008 Conference, Joint w/ Washington and Rocky Mountain Chapters – There was no update on the possibility of three-way conference.

Committee Reports:

- Membership – No report.
- Leadership & Management - No report.
- Education - No report.
- Futures – No report.

Old Business:

- Public Works Institute – No report.
- Conference Scholarship Advertising – The board discussed the availability of scholarship options for numerous training and conference opportunities and the need to get the information out to the membership. Ted Kyle will provide a further report at the December meeting.
- Future National Congress in Portland – This item was discussed earlier as part of the Delegate's Report.
- One-Call Committee Chair – No report, although Ron Polvi is still looking for someone to take on this assignment.
- Medallion Fundraiser – Rick Olson

reported that 24 of the medallions had been sold or donated at the Fall Conference. The APWA Scholarship foundation will be asked to submit a newsletter article for the December issue to continue the marketing effort. • Insurance – No report. • Model By-Laws – Greg Miller and Kurt Corey still expect to provide a recommendation on this updating. • Public Works Education Material – Greg Miller received a packet of new APWA educational materials appropriate for Kindergarten thru 5th Grades that he circulated for review. The publications are available from National. New Business: • 2006 Budget – Noting again the 2006 budget is due to National shortly after our December board meeting, Rick Olson provided a preliminary budget summary for the board’s review in advance of the next meeting. • 2006 Goals – Greg Miller led a discussion of preliminary chapter goals for 2006 and asked the board to be prepared for a thoughtful discussion at the December meeting. The committee chairs will be invited to attend as well. Some initial ideas included outreach to schools, membership and recruitment, LOC/AOC relationship, multi-year conference planning, marketing and public affairs efforts, and student memberships. Director Initiated Items – Kurt Corey requested Marty Andersen and Peggy Keppler submit portrait photos for posting on the chapter website and also requested articles of interest for the upcoming chapter newsletter. Eric Jones provided CD’s of the photographs taken by John Harris at the Fall Conference –there was general discussion of the desire to print at least one set of the photos for an album to be placed at the registration desk at the Spring Conference. Next Board Meeting: December 9, 2005, 9:00 AM, Hillsboro Agenda Items for next meeting: • Model By-Laws • Budget • Chapter Goals Meeting adjourned at 1:20 PM Submitted by Kurt Corey, Secretary OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month JANUARY Date 21 Location Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN NOVEMBER 10 EUGENE Note revised meeting date DECEMBER 9 HILLSBORO Minutes approved by the Oregon Chapter Board of Directors, December 9, 2005.

October 05

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Salishan Convention Center, Lincoln City, Oregon October 10, 2005 Board Members Present Board Members Absent Greg Miller Chris Berquist Ted Kyle Lila Bradley Visitors Kurt Corey Gene Appel Rick Olson Barb Duda Hugh Kalani Peggy Keppler Jim Carnahan Pat Napalitano Sam Johnston Jack Pittis Director APWA Region IX Yvonne McClain Eric Rouse Bob Patterson Stephanie Reid Gregg Weston Meeting called to order at 8:06 PM Chapter Board Meeting Approval of Minutes The minutes of the August 12, 2005 regular board meeting were approved as submitted. Treasurers Report Rick Olson provided the Treasurer’s Report which was approved as submitted. President’s Report Greg Miller provided a report on several items: • He began with expressing his appreciation to Mark Schoening, City of Eugene, Chairman of the 2005 Spring Conference, for reporting an after-expense balance of about \$12,000. • He also noted the Oregon Chapter delegation to the APWA Congress in Minneapolis had picked up the PACE Award, representing the fifth consecutive year. Many thanks to Stephanie Reid, Peggy Keppler, and Yvonne McClain for their efforts in keeping the string going. • He informed the board that Chris Berquist had

tendered his resignation from the board of directors due to time constraints with his job. Following discussion, the board agreed the ballot will need to be amended so as to elect a member to fill the remainder of Chris' term. • Information Greg obtained in Minneapolis regarding the APWA Strategic Plan update was circulated for review. • National APWA has prepared a DVD titled "Spotlight on Public Works" as a national advertising initiative. Delegate's report Hugh Kalani provided a copy of the new educational/outreach materials APWA has prepared with a target audience of K thru 5 elementary school children. He also provided information regarding the League of Cities Leadership Development Series. And he noted a meeting was tentatively scheduled for October 17 to meet with the Portland Visitors Bureau to discuss the possibility of a future national congress. National Director's Report Jack Pittis was in attendance as a visitor and provided the board with a brief summary of activities at the national level. Progress continues on the Public Works Institute effort; John Ostrowski recently presented the first course in California. Due to popular demand, the multi-media production from the Minneapolis Congress will be made available to all chapters for use in public relations efforts. The site of the 2006 Congress will be determined in the near future to the extent an alternative to New Orleans is deemed necessary. A subcommittee has been appointed to develop a contingency plan. Subsequent to a healthy competition, Denver was recently selected as the site for the 2011 Congress. The board also discussed the logistics of facilitating the Congress in Canada on a recurring basis. The joint meeting of Regions VIII and IX will be held in Reno in the spring of 2006. Jack expressed his congratulations to the chapter for five consecutive years as a PACE Award recipient. The Hazel Dell Sewer District in Washington was recently accredited through the APWA Accreditation process to become the 26th accredited agency in North America. Digital photos of the Minneapolis Congress are available at the "Members Only" link on the APWA website. Jennings Randolph Fellowship applications are due October 21. APWA President-elect Bill Verkest is scheduled to attend at least part of the Fall Conference. The organization's finances are in good order. Correspondence The correspondence file with various items was circulated for information. Congratulations to Peter Ruffier on his appointment to the APWA EMS Task Force. It is also noted a conference call relating to the newly authorized student membership is scheduled for October 20. Chapter Conferences: • Fall Conference 2005, Salishan, October 10-13 – Lila Bradley reported that everything is on order for the Fall Conference with 135 registrations, 46 exhibitors, with a group of 21 first-timers and Mentors. • Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Eric Rouse provided a brief report on the status of the planning efforts for the joint Spring Conference. Organizational meetings are being held once each month; draft work plans and budget information has been prepared. Greg Miller reported that Bob Browell, Chapter Facilitator from National APWA, is available as a keynote speaker or any other role the chapters felt appropriate for the next conference. Rick Olson asked Jack for support on dealing with the issue of exhibitor insurance. • Fall Conference 2006, Pendleton – Bob Patterson reported the kickoff meeting for the Fall Conference in Pendleton will be scheduled in the near future. • Spring Conference 2007, Ashland – The board received an e-mail from Terry Chamberlin indicating he was working on the logistics for the potential conference in Ashland in the Spring 2007. • Fall 2007 Conference, Bend – Jim Carnahan reported the groundbreaking had been scheduled for the new convention center in Bend and that he expected it would be ready to host the Fall Conference in 2007. • Spring 2008 Conference, Joint w/ Washington and Rocky Mountain Chapters – There was no update on the possibility of three-way conference. Committee Reports: • Membership – Barb Duda gave a brief report

including a discussion of some ideas for jumpstarting the new student membership program. Peggy Keppler reported there are 21 first-timers registered for the Fall Conference. • Leadership & Management – Peggy Keppler provided a brief report, noting it had been difficult to recruit and solicit nominations for the Young Professional Award. • Education – Ted Kyle reported a new educational offering, “Contracting for Success” would be scheduled in the near future. • Futures – Ted Kyle also reported there will be four Julian Awards presented at the Fall conference. This program continues to grow and Ted expressed his appreciation for the support. Old Business: • Public Works Institute – Greg Miller circulated a status report from John Ostrowski. • Conference Scholarship Advertising – Ted Kyle is working on an article for the next newsletter outlining the various scholarship opportunities available to members. • Future National Congress in Portland – As mentioned in the Delegate’s Report, a meeting has tentatively been scheduled with the Portland Visitors Bureau on October 17 to discuss the possibility of a future APWA Congress in Portland. • One-Call Committee Chair – No report. • Medallion Fundraiser – Rick Olson received and transported 65 of the medallions to the conference that are available for sale under the terms to be determined by the Scholarship Foundation. East Jordan Iron Works donated the medallions and 35 more are on the way. The board expressed its deep appreciation to East Jordan for their generosity. • Sustainability Awards – This item was previously discussed. • Insurance – This item was previously discussed under the National Director’s report. • Nominations – Lila Bradley and the nominating committee will provide a slate of candidates for the upcoming election scheduled for Thursday morning. They will add one or more candidates to be elected to the unexpired term being vacated by Chris Berquist. • Mailing List – No additional action is necessary on this item; the approved policy has been posted to the website. • 2005 APWA Congress, Minneapolis, Reimbursement for Congress Expenses – Yvonne McClain had previously been approved for reimbursement of expenses for attending the Minneapolis Congress. Since she was ultimately not able to attend, the board approved a motion to reimburse Rick Olson for his expenses instead. • Awards Committee Budget – Ted Kyle and his committee expect to provide a budget recommendation for consideration in the 2006 budget. • Model By-Laws – Greg Miller and Kurt Corey still expect to provide a recommendation on this updating. • Jennings-Randolph Fellowship Program Contribution – Following discussion, the board approved a motion to donate \$250 to the Jennings Randolph Fellowship Program. New Business: • 2006 Budget – Greg Miller encouraged the board to be prepared to discuss the proposed 2006 budget at the December board meeting. • 2006 Goals – Greg Miller provided copies of the 2005 Chapter Goals for review in advance of the December meeting at which goals for 2006 will be established • Hurricane Katrina Disaster Relief Program – Following discussion, the board approved a motion to donate \$2500 to the Hurricane Katrina Relief Effort administered through APWA. The check is to be accompanied by a letter to the National Board emphasizing the desire of the Oregon Chapter to allocate the funds directly to Public Works agencies and their professionals. Director Initiated Items – None. Next Board Meeting: Due to a number of schedule conflicts, the next meeting has been rescheduled for Thursday, November 10, in Eugene Agenda Items for next meeting: • Model By-Laws Meeting adjourned at 9:45 PM Submitted by Kurt Corey, Secretary OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month JANUARY Date 21 Location Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN NOVEMBER 10 EUGENE Note

revised meeting date DECEMBER 9 HILLSBORO Minutes approved by the Oregon Chapter Board of Directors, November 10, 2005.

August 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Salishan Convention Center, Lincoln City, Oregon August 12, 2005 Board Members Present Board Members Absent Greg Miller Chris Berquist Lila Bradley Ted Kyle Kurt Corey Bob Patterson Rick Olson Gregg Weston Hugh Kalani Jim Carnahan Sam Johnston Yvonne McClain Visitors Terry Chamberlin Stephanie Reid Meeting called to order at 10:10 AM. Chapter Board Meeting Approval of Minutes The minutes of the July 15, 2005 regular board meeting were approved with minor amendments. Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. President's Report Greg Miller provided a brief report on several items. He confirmed that Bryan Clark of Hoffman Construction would be available to speak on the topic of diversity at the Fall Conference. He also indicated Region IX Director Jack Pittis and National President Bob Freudenthal have confirmed they will attend. Logistical information regarding the awards ceremony and recognition of chapters receiving the PACE Award has been received. All delegates planning to attend the National Congress in Minneapolis are encouraged to attend the awards ceremony. Greg also informed the board that subsequent to a recent checkup he had received a clean bill of health. Delegate's report Hugh Kalani reported he had not as yet been successful in scheduling a meeting with Ted Kyle to visit with the Portland Visitors Bureau about the possibility of a future national congress in Portland; Terry Chamberlin offered to assist with this effort. Hugh also reported the chapter dinner in Minneapolis is being planned by the Washington Chapter and that the Emerging Leaders Program is still looking for mentors to assist with this year's program. Correspondence The correspondence file with various items was circulated for information. Chapter Conferences: • Fall Conference 2005, Salishan, October 10-13 – Lila Bradley reviewed the conference brochure and the technical program (for which a few speaker forms still need to be submitted) for the Fall Conference. The board discussed various related conference logistics. Following discussion, staff from the Salishan Conference Center provided the board with a tour of the facilities. • Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Greg Miller reported the Spring Conference Committee is meeting on the last Friday of each month in Vancouver. The board reviewed committee assignments that have been made to date. • Fall Conference 2006, Pendleton – No report. Committee Reports: There were no committee representatives in attendance to provide reports at this meeting. Old business: • QBS Update – Kurt Corey reported the Governor had signed House Bill 3272 that modifies existing requirements related to qualifications based selection of consultants. Copies of the final bill were provided to the board. • Public Works Institute – No report. • Conference Scholarship Advertising – This topic will be discussed at the October board meeting. • Future National Congress – Hugh Kalani previously reported on this as part of the Delegate's Report. • One-Call Committee Chair – There was no report on this topic and no committee chair as yet. • Medallion Fundraiser – Rick Olson reported that East Jordan Iron Works had agreed to fabricate and donate 100 copies of the medallion to the chapter to be used as a scholarship fundraiser. The Scholarship Foundation Committee will be charged with developing a marketing and sales plan. The board wished to express its gratitude

to East Jordan Iron Works for their generosity. • Sustainability Awards – Information related to the Julian Awards to be given at the Fall Conference has been posted to the chapter website (thanks to Eric Jones). Members are encouraged to spread the word in soliciting another round of worthy candidates for these important awards. • Insurance – Rick Olson has continued his discussions with an insurance vendor and expects to receive a proposal to effectively provide blanket exhibitor liability insurance coverage for chapter conferences in the near future. This review is in response to emerging insurance requirements stipulated by National APWA. • Nominations – The Nominating Committee comprised of Lila Bradley, Jeanne Nyquist, and Dan Boss is working on a slate of board of director candidates for 2006 to present to the membership at the Fall Conference. • 2005 APWA Congress, Minneapolis – The board was reminded of the Chapter Leaders Forum scheduled for the Minneapolis Congress as well as the need to respond to the Washington Chapter regarding the joint chapter dinner once information is available from them. • Policy Section on Chapter Website – The board was also reminded to provide any policy documents and related information to Eric Jones for posting to the chapter website as it is developed. • Awards Committee Budget – The board noted the funding level for awards was discussed and approved at the July board meeting and needs to be incorporated into the 2006 budget as it is prepared. • Model By-Laws – Information regarding the need to update chapter by-laws and a model procedure for doing so has been received from National. Greg Miller and Kurt Corey offered to work on this. New Business: • Bob Browell to an Oregon Conference – Bob Browell of the National APWA staff is available to speak to chapters on the topic of chapter relations. The Spring Conference committee will be asked to consider having Bob provide a keynote address during the Vancouver conference. • Jennings Randolph Fellowship Program – Greg Miller distributed information and a solicitation for a contribution to the Jennings Randolph Fellowship Program. The board will review the information and consider the request at the October board meeting. • ODOT T-2 and APWA Education Programs – Greg Miller placed this item on the agenda due to some pending funding concerns that had subsequently been addressed. Accordingly, the board took no action on this item. Director Initiated Items – Rick Olson offered a motion that was approved to authorize a contribution of \$1500 to the Merle Langley Tribute Fund representing the amount required to reach the \$10,000 threshold subsequent to the Gizmo proceeds and related fundraising efforts during the Spring Conference at Canyonville. It was noted the board had approved a motion at the April board meeting to provide the amount necessary to reach the threshold up to \$5000. Kurt Corey reported the City of Eugene is scheduled to host a National APWA workshop on the topic of “Self Assessment Using the Management Practices Manual” on August 26. Interested persons were encouraged to attend to obtain information on self assessment as well as the APWA Accreditation program. He also indicated he would be unavailable for the November 4 board meeting scheduled in Eugene. The board will consider moving the date and/or location of the meeting at the October board meeting. Terry Chamberlin was in attendance to discuss future chapter conference venues. Following discussion, the board asked Terry to initiate discussions and investigate the possibility of Ashland for Spring 2007, Bend for Fall 2007, and a three-way conference with the Oregon, Washington, and Rocky Mountain Chapters for Spring 2008. Next Board Meeting: Monday, October 10, Salishan Agenda Items for next meeting: • Conference Scholarship Advertising • Jennings Randolph Fellowship Program • November 2005 Board Meeting Date/Location Meeting adjourned at 12:45 PM Submitted by Kurt Corey, Secretary OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month Month Date Location JANUARY 21 Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS Canyonville

APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No Meeting JUNE 17
PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting
APWA Congress - Minneapolis OCTOBER 10 SALISHAN NOVEMBER 4 EUGENE
DECEMBER 9 HILLSBORO Minutes approved by the Oregon Chapter Board of Directors,
October 10, 2005.

July 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Bend, Oregon July 15, 2005 Board Members Present Board Members Absent Greg Miller Chris Berquist Lila Bradley Bob Patterson Kurt Corey Visitors Rick Olson Bob Deuell Ted Kyle Shirley Deuell Hugh Kalani Mona Kalani Jim Carnahan Arlene Kampe Sam Johnston Jeanne Nyquist Yvonne McClain Marcia Miller Gregg Weston Gordon Munro Ron Polvi Eric Rouse Meeting called to order at 10:15 AM. Chapter Board Meeting The first part of the meeting was conducted jointly with the Scholarship Foundation Committee; several members of the committee were in attendance to provide a brief report of current activities. The treasurer's report indicated the contributions to the Merle Langley Tribute Account gathered during the Spring Conference were only about \$1500 short of the required \$10,000 goal. Other fundraising activities in progress include an NFL book donation from Gene Appel for which the possibility of marketing on E-Bay is being considered, the medallion idea, and Casino Night on the evening of the banquet at the upcoming Fall Conference. It was reported that Bob Deuell has agreed to serve as the new Scholarship Chair (thank you, Bob!). There was also discussion of the ongoing \$1000 budget for employee scholarships that is rarely used. Finally, it was noted that Mary Meloy had recently been appointed to the State Water Resources Commission by Governor Kulongoski. A social function was held in her honor in Bend on July 14 and about 50 of Mary's friends and associates attended. Following the update from the Scholarship Foundation Committee, the board visited with several other guests who wished to discuss the possible rejuvenation of the guest program at chapter conferences. The guests submitted a letter with some initial ideas. Lila indicated some of the ideas would be incorporated in to the Fall Conference program. Following discussion, Greg Miller appointed a standing Guest Program Subcommittee to the Conference Committee comprised of Arlene Kampe, Chair, Marcia Miller, Shirley Deuell, Mona Kalani, and Linda Appel. Arlene expressed her hope that her willingness to contribute to the chapter in this way would enhance the possibility of her husband, Ron, winning the Gizmo in the near future. Approval of Minutes The minutes of the June 17, 2005 regular board meeting were approved as amended. Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. Ted Kyle noted that National is considering the possibility of on-line chapter accounting at some point in the future. There was also a discussion of establishing a protocol for completing an annual audit of the education account. President's Report Greg Miller provided a brief report on several items. Past president Stephanie Reid has accepted the position of City Engineer with the City of Lincoln City. Greg had been in recent contact with Bob Deuell and Dave Vargas regarding the retiree discount for chapter conference registration fees. He briefly outlined National's VISA card initiative, verified that National carries insurance on chapter officers, had received formal notification of receiving the PACE award, noted that Bob Browell from National is available to visit with us about chapter support, and encouraged the membership

to get out and vote for National officers in the current election process. Delegate's report Hugh Kalani reported that National staff is available to discuss advocacy at a future conference, President Bob Freudenthal plans to attend the Fall conference, the chapter dinner at the Minneapolis Congress in September is being organized by the Washington Chapter this year (\$45 per person estimated dinner cost), and requested any items for discussion at the upcoming Delegates meeting in September. Correspondence The correspondence file with various items was circulated for information. Chapter Conferences: • Fall Conference 2005, Salishan, October 10-13 – Lila Bradley provided an update on the Fall Conference. Peggy Keppler will send an e-mail notification reminder to potential delegates to make sure and reserve rooms. The technical program was reviewed and various edits were made. The committee is working on logistics for the mentoring program that will be part of the conference. Yvonne volunteered to assist with the preparation of 12 gift baskets for the Casino Night program. • Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Eric Rouse was in attendance to provide a brief report on the joint Oregon/Washington Spring Conference in 2006. He circulated a brochure with information about the convention facility and solicited committee members. The conference planning committee is meeting monthly in Vancouver. • Fall Conference 2006, Pendleton – No report. Committee Reports: • National UPROW Committee – Ron Polvi gave a brief report on the activities of the National UPROW Committee on which he serves. • Transportation Committee – Marty Andersen (ODOT) has agreed to serve as the Chair of the Transportation Committee (thank you, Marty!). • Water Resource Committee – Ron Polvi reported that Kevin Timmons and the rest of the committee would be meeting later in the day on numerous related topics. • One-Call Committee – No committee chair confirmed as yet. • Awards Committee – Gordon Munro was in attendance to provide a report on his committee's activities. The Futures Committee is lead on the Julian Award; the Chapter Board is sponsoring the Bowes Award; the Leadership & Management Committee is lead on the new Young Leader Award; the Board will be asked to sponsor a new Honorary Member Award; and Gordon's committee will work with all of the committees to solicit a new project of the year award to roughly mirror the National award process. Following discussion, a motion was made and approved to authorize an expenditure of up to \$200 per award. Old business: • QBS Update – Kurt Corey reported that House Bill 3272 is still alive although numerous amendments have been offered. • Conference Scholarship Advertising – A more comprehensive discussion of this topic will be scheduled for the August board meeting. • Future National Congress – Ted Kyle and Hugh Kalani have not as yet been able to schedule a meeting on this. • Public Relations Committee Chair – Eric Jones has volunteered to serve as the Public Relations Committee Chair (thank you, Eric!) • Sustainability Awards – Ted Kyle indicated national may be interested in marketing the Oregon Chapter's idea around sustainability via the Julian Awards. • Insurance – Rick Olson reported he had been in contact with an insurance carrier on the possibility of the chapter assuming an annual premium for exhibitor insurance. More information to come. • Nominations – Lila Bradley, Jeanne Nyquist, and Dan Boss will convene in the near future to draft a ballot of candidates for vacant and/or advancing board positions. • Oregon Chapter APWA Mailing List Procedure – The edited version of the procedure as submitted by Ted Kyle was reviewed. Following discussion, a motion was offered and approved to adopt the procedure. • 2005 APWA Congress, Minneapolis – Yvonne McClain will attend the Minneapolis Congress in September with the cost of attendance offset by the funding set aside in the budget for Lila who will not be able to attend. New Business: • Chapter Leaders Conference Call re: Diversity, May 26 – Yvonne McClain provided a brief report on this conference call. She will work with

Lila on finding an appropriate spot for a speaker from Hoffman Construction sometime during the Fall Conference to provide his thoughts on this topic. • Model By-laws – Greg Miller indicated National has completed its review and update of organizational by-laws and that the chapter by-laws will need to be updated to be brought into conformance. • Policy Section on Website – Ted Kyle submitted “Scholarship Nominations” and “Mailing List” as potential policy topics to be posted on the chapter website. • National Strategic Planning Committee – Ted Kyle provided a brief report on this and indicated he would forward the most recent meeting notes when they were available. Director Initiated Items – Next Board Meeting: Friday, August 12, Lincoln City Agenda Items for next meeting: Conference Scholarship Advertising Comprehensive Scholarship Program Meeting adjourned at 1:50 PM Submitted by Kurt Corey, Secretary OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month Date Location JANUARY 21 Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN NOVEMBER 4 EUGENE DECEMBER 9 HILLSBORO Minutes approved by the Oregon Chapter Board of Directors August 12, 2005.

June 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Pendleton, Oregon June 17, 2005

Board Members Present Board Members Absent Greg Miller Chris Berquist Lila Bradley Yvonne McClain Kurt Corey Sam Johnston Rick Olson Ted Kyle Hugh Kalani Jim Carnahan Bob Patterson Gregg Weston Visitors None

Meeting called to order at 10:00 AM.

Chapter Board Meeting

Approval of Minutes The minutes of the April 26, 2005 regular board meeting were approved as submitted.

Treasurers Report Rick Olson provided the Treasurer’s Report which was approved as submitted.

President’s Report Greg Miller provided a brief report on several items of interest. Mid-year financial reports are due to APWA headquarters by July 15. The National Board of Directors reviewed a draft of updated bylaws at their June meeting which will be transmitted to chapters when approved. Greg intends to attend the Washington Chapter meeting the week of June 20 for initial discussion of the Spring 2006 joint Washington/Oregon conference. Finally, Greg noted President-elect Lila Bradley will be unable to attend the 2005 National Congress in Minneapolis and that her associated travel funding would be available for an alternate attendee.

Delegate's report Hugh Kalani reported on several topics discussed at the Region 9 delegates meeting held in Anchorage, AK on May 6. National is working on strategies to increase the voter turnout for national office elections. Children of delegates to the National Congress in Minneapolis will be allowed on the equipment show floor this year. Hugh is working with the Washington Chapter on arrangements for the joint chapter dinner in Minneapolis. APWA is working with Public Broadcasting Systems on development of a three-minute public works video that will be guaranteed for 500 minimum PBS showings and which will be available through the APWA library. The new update Click, Listen, and Learn training schedule has been posted. Efforts are under way to update the Strategic Plan; input from members is being solicited and Chapters will be called upon to mold the template of the updated plan. National is also requesting each chapter to provide a liaison for the diversity program. Hugh indicated he would forward a copy of the Region 9 chapter reports to the board for information on other chapters' activities.

Correspondence The correspondence file with various items was circulated for information.

Committee Reports:

- Fall Conference 2005, Salishan, October 10-13 – Lila Bradley provided a draft conference brochure and an updated draft technical session program for review and discussion. The program was updated and several potential topics were added to the future session list. Lila will be getting in touch with Peggy Keppler regarding the mentoring program. There will not be a postcard mailing for the fall conference; notification will instead be made to the membership via the newsletter and e-mail. This is expected to result in a cost savings of about \$400. The retiree discount will be implemented for the fall conference and Bob Deuell will attend the July board meeting to talk about revitalizing the spouse/guest program. Lila reminded everyone to book their rooms soon in order to assure availability. The board also reviewed meals and pricing and noted the Casino Night event being planned by the Scholarship Foundation would be scheduled for the evening of the banquet.
- Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31 – Ted Kyle reported that Eric Rouse would be volunteering to serve as the conference co-chair representing the Oregon Chapter.
- Education Committee - Ted Kyle reported that he and Gregg Weston are working on a new class titled "Contracting for Success". The course will be launched this fall and will focus on claims prevention/management and contracting techniques.
- Transportation Committee – Greg Miller reported that Marty Andersen from ODOT had agreed to serve as the Transportation Committee chair.
- Public Relations Committee – No progress to report on the search for a committee chair.
- Membership Committee – Barb Duda is working on making sure all institutional membership slots are filled.

- One-Call Committee – Correspondence from Ron Polvi indicated there was not as yet a confirmation on the One-Call Committee chair.

Old business:

- QBS Update – Kurt Corey reported the legislature was still considering a compromise bill relating to qualifications-based consultant selection (HB 3272) that is believed to have a reasonable chance of passage in some form.
- Public Works Institute – John Ostrowski provided an article for the most recent version of the Oregon Chapter newsletter outlining the status of efforts to establish a Public Works Institute. Greg Miller noted we should be cognizant of and coordinate with other agencies' efforts (i.e., League of Cities) toward offering similar training.
- Conference Scholarship Advertising – Ted will work with Peggy Keppler on outreach efforts to make sure the membership is aware of scholarship funding for chapter conferences, national congress, and other training opportunities.
- Future National Congress – Hugh and Ted will schedule an appointment with the Portland Convention Center in the near future to further explore this possibility.
- CEU Credits for Conference Attendance – Bob Patterson noted CEU's were not generally available for water distribution and treatment operators through the chapter conferences. Lila will follow up with Judy Arasmith.
- Medallion Fundraiser – Correspondence from Ron Polvi indicated he had some correspondence with East Jordan Iron Works on the prospect of manufacturing the medallion and that more information would follow.
- Sustainability Awards – Ted Kyle reported he had sent out an e-mail request for nominations for this year's Julian Awards.
- Insurance – Rick Olson and Greg Miller provided an update on the previous insurance discussion. Rick indicated he would visit with an insurance carrier about the possibility of a blanket policy for exhibitors and report back to the board.
- 2005 APWA Congress, Minneapolis – Those attending this year's congress were encouraged to attend the Chapter Leader's forum on Sunday at 3:00 PM during the conference.

New Business:

- Oregon Chapter APWA Mailing List Procedure – Ted provided a draft procedure for authorizing the use of the chapter's mailing list and e-mail notifications. Following discussion during which numerous suggestions were offered, Ted agreed to re-draft the procedure and forward to the board for consent. A motion was offered and passed to adopt the procedure with the proposed edits.

• Awards Committee Budget – Stephanie Reid will visit with the board at a future meeting regarding the need to update the annual chapter awards budget. • PACE Award Committee – Given the success of the PACE Award nomination effort in recent years and also given the need for continuity in preparing the nomination each year, it was determined a separate PACE Award Committee would be split away from the Awards Committee with the mission to prepare the PACE Award submittal each year. Stephanie Reid has agreed to serve as chair of the new committee. The board acknowledged the exceptional efforts of Stephanie Reid and Peggy Keppler for their preparation and submittal of the 2005 nomination that was recently forwarded to National.

• Diversity Conference Call – Yvonne McClain will report on the recent conference call at the July meeting.

Director Initiated Items –

Ted Kyle indicated he had agreed to serve on national's strategic planning update effort. Greg Miller led a brief discussion of potential nominations for upcoming chapter board vacancies.

Next Board Meeting: Friday, July 15, David Evans Associates, Bend

Agenda Items for next meeting:

• Rejuvenate Guest Program

Meeting adjourned at 1:30 PM Submitted by Kurt Corey, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month

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Minutes approved by the Oregon Chapter Board of Directors, July 15, 2005.

June 2005

Comments

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Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted.

President's Report Greg Miller provided a brief report on several items of interest. Mid-year financial reports are due to APWA headquarters by July 15. The National Board of Directors reviewed a draft of updated bylaws at their June meeting which will be transmitted to chapters when approved. Greg intends to attend the Washington Chapter meeting the week of June 20 for initial discussion of the Spring 2006 joint Washington/Oregon conference. Finally, Greg noted President-elect Lila Bradley will be unable to attend the 2005 National Congress in Minneapolis and that her associated travel funding would be available for an alternate attendee.

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noted the Casino Night event being planned by the Scholarship Foundation would be scheduled for the evening of the banquet.

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OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month

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Minutes approved by the Oregon Chapter Board of Directors, July 15, 2005.

April 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Seven Feathers, Canyonville April 26, 2005

Board Members Present Visitors Greg Miller Gene Appel – CMTS Lila Bradley Sandy Cook – City of Roseburg Kurt Corey Mary Davis – Washington County Rick Olson Barbara Duda – Otak Ted Kyle Rose Gentry - ODOT Hugh Kalani Patty Hopkins – City of Portland Chris Berquist Eric Jones – City of Eugene Sam Johnston Sharon Kennedy – City of Hillsboro Yvonne McClain Paul Klope – City of Eugene

Gregg Weston Les Miller – US Army Corps of Engrs Jeanne Nyquist – Nyquist & Associates, Inc. Board Members Absent John Ostrowski – JOMC

Jim Carnahan Scott Porter – Washington County Bob Patterson Ron Polvi – NW Natural Mark Schoening – City of Eugene

Meeting called to order at 7:00 PM.

APWA/OEMA Joint Meeting

The initial portion of the meeting was held jointly with the numerous representatives of the Oregon Emergency Management Association in attendance. Oregon Chapter APWA President Greg Miller and OEMA President Les Miller exchanged welcomes and mementos of the occasion of the joint APWA/OEMA conference.

Conference Co-chair Mark Schoening provided a brief report on conference logistics and indicated there were 125 delegates registered for the conference together with 42 exhibitors.

Gene Appel was in attendance to provide the group with an informative history of APWA's scholarship fundraising efforts and the role served by the late former Chapter President Merle Langley. Gene requested the Board's consideration of establishing a Tribute Fund in Merle's

name and also described his own efforts to date in attempting to reach the \$10,000 threshold necessary to establish a Tribute Fund. Gene specifically requested proceeds from the Gizmo fundraising effort during the Spring Conference be dedicated to the Merle Langley Fund. A motion was made and passed to accommodate that request. A subsequent motion was made and passed to authorize an additional Chapter contribution of at least \$5000 and up to the amount necessary to reach the \$10,000 threshold.

Chapter Board Meeting

Approval of Minutes The minutes of the March 11, 2005 regular board meeting were approved as submitted.

Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. Greg Miller appointed Eric Jones, Yvonne McClain, and Rick Olson to serve as the audit committee to review the Scholarship Foundation financial records. The committee agreed to meet with Foundation Chair Dan Boss during the conference.

Public Works Institute Status Report Jeanne Nyquist, Paul Klope, and John Ostrowski were in attendance to provide a report on their efforts to date toward establishing a Public Works Institute in Oregon. John described the Public Works Director training program available in Washington and the Public Works Leadership Skills Training offered in Oregon as models that could evolve into programs suitable for National APWA recognition as Institutes. No specific action was requested of the Board at this time except to continue offering the current training as part of the Chapter's educational program. The committee will continue their efforts to pursue college credits and/or CEU's and noted this could potentially provide a new direction to our current training program. A motion was made and approved to continue working with the Washington Chapter to move this initiative ahead.

President's Report Greg Miller circulated a sympathy card to be signed and mailed to Merle Langley's family. He also shared correspondence from US Senator Ron Wyden's office relating to drought preparedness. Finally, Greg noted National is in the process of reviewing and updating the process for amending chapter bylaws and indicated any potential changes to the Oregon Chapter bylaws should be held until the work in Kansas City is complete. Eric Jones suggested and Greg agreed to provide a newsletter article providing information on this topic.

Delegate's report Hugh Kalani requested some additional guidance from the Board on the issue of alignment of Chapter and National committee structures. Hugh indicated the dialogue would continue.

Correspondence The correspondence file with various items was circulated for information.

Committee Reports:

- Fall Conference 2005, Salishan, October 10-13 – Lila Bradley circulated a draft technical program for the Fall Conference that was discussed briefly.

- Spring Conference 2006, TBA, Joint Conference with Washington Chapter – No report. Gregg Weston continues to search diligently for a conference co-chair to represent the Oregon Chapter.
- Fall Conference 2006, Pendleton, TBA – No report.
- Membership Committee – Barb Duda reported the Oregon Chapter membership has increased by 28 members this year to date. She expressed her appreciation for Peggy Keppler's efforts with the mentorship program and, since the program was not enacted for the Seven Feathers conference, will be visiting with Peggy about offering the program to the Seven Feathers first-timers as part of the Fall Conference.
- Futures Committee – Ted Kyle reported the committee has met; current discussions have been around fundraising to cover the cost of the Julian Awards.
- Newsletter Committee – Eric Jones reported the next newsletter is scheduled for printing in June. He was also pleased to report interest in advertising in the newsletter has increased dramatically and he was anticipating an 8-page newsletter next time (Great job, Eric!). Eric requested articles be submitted to him by mid-May.
- Scholarship Committee – Greg Miller reported that Bob Deuell has agreed to serve as the new Scholarship Chair.

Old business:

- Peter DeFazio Relationship – Eric Jones has been in recent contact with Congressman DeFazio's staff to provide a calendar of potential opportunities for him to meet with the Chapter during the remainder of the year, including the possibility of the Fall Conference in Salishan.
- QBS Discussion – Kurt Corey provided copies of the transcript of his comments before the Business, Labor, and Consumer Affairs Committee at the Oregon Legislature on April 7. The proposed QBS legislation, House Bill 3272, remains under consideration by the legislature.
- Public Relations Committee Chair – Rick Olson and Kurt Corey are working on this and had no progress to report.
- One-Call Committee Chair – Ron Polvi indicated he believed Terry Mulholland had, in fact, agreed to this assignment but he will verify.
- Commemorative Medallion Fundraiser – Ron Polvi is working with East Jordan Iron Works and D&L Foundry on fabrication options and costs. Rick Olson will continue to work with Ron on this project.

New Business:

- Conference Scholarship Advertising – Ted Kyle provided a brief report on the National Congress schedule and some ideas for getting the word out on the availability of scholarship

funding through the Chapter for members needing some level of financial assistance, both for the National Congress and Chapter Conferences. The 2005 National Congress is scheduled for September 12 – 15 in Minneapolis. Early registration, accompanied by a \$50 discount on the registration fee, ends July 22.

- Participation in Future National Congress – Ted also reported he was continuing to investigate the possibility of hosting a future National Congress in Portland, possibly as a joint effort with the Washington Chapter.
- Public Works Week Update – Greg Miller reported on upcoming events during Public Works Week (May 15 – 21) at Washington Square in Beaverton. Governor Kulongoski has signed the official proclamation but will not be available to speak at the event.
- National Awards Submittal Status – Greg Miller reported that none of the eight national award nominations had resulted in a winner but encouraged resubmittal of these or other worthy recipients in future years. Stephanie Reid is orchestrating the submittal of the PACE Award nomination which is due to National by June 1.
- Release of Chapter Mailing List – In response to an inquiry from the Oregon Asphalt Pavement Association, Ted Kyle agreed to draft a proposed policy for the Board’s consideration relating to the release of the Chapter’s mailing list.
- Request to Advertise International Right-of-Way Seminar – Lila Bradley provided information relating to this request from the IRWA who had suggested a link on the Chapter’s website, newsletter ad, and e-mail notification to members. Due to the size of the e-mail attachment, the Board decided not to provide the e-mail notification to the membership but to post the upcoming training on the Chapter website. Since the next newsletter will not be published prior to the scheduled training, the newsletter advertising question was moot.
- Participation with ASCE State Fair Booth – Ron Polvi provided information regarding the possibility of partnering with ASCE in sponsoring a State Fair booth to highlight the recent publication of the infrastructure failing report card. Following an extensive discussion, the Board declined the invitation but encouraged Ron to continue seeking and proposing appropriate future partnering opportunities.

Director Initiated Items –

None to report at this time except as included within the above sections.

Next Board Meeting: Friday, June 17, Pendleton

Agenda Items for next meeting:

- Insurance Issues • Participation in future National Congress • Policy regarding release of mailing list

Meeting adjourned at 10:00 PM Submitted by Kurt Corey, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month

JANUARY Date

21 Location

Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS
Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No
Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY
SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN
NOVEMBER 4 EUGENE DECEMBER 9 HILLSBORO

Minutes Approved by the Oregon Chapter Board of Directors, June 17, 2005

March 2005

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Seven Feathers,
Canyonville March 11, 2005

Board Members Present Absent Lila Bradley Greg Miller Chris Berquist Bob Patterson Rick
Olson Kurt Corey Hugh Kalani Ted Kyle Jim Carnahan Sam Johnston Yvonne McClain Gregg
Weston Visitors Mark Schoening

Meeting called to order at 10:00 AM by Lila Bradley for Greg Miller who was not able to be
present.

Chapter Board Meeting

Approval of Minutes The minutes of the February 11, 2005 regular board meeting were
approved as submitted.

Treasurers Report Rick Olson provided the Treasurer's Report which was approved as
submitted. Rick reported that the Auditing Committee consisting of Ron Polvi, Gregg Weston
and Eric Jones completed the annual audit on March 4th. All accounts were in order.

President's Report Greg Miller was not able to attend the meeting. Lila reported that Greg had
invited the Governor to attend the upcoming Public Works week in Washington County. Lila
reported that the board has been requested to provide support to the T-2 program as we have in
the past. After a short discussion the board approved a \$3,000 contribution to the T-2 program as
part of the Scholastic programs.

Sam Johnston inquired about the ability to use the website and e-mail systems to notify and link the educational programs for the various state entities. The board discussed the potential logistics to the request and the problem of allowing external use of our e-mailing lists and the possibilities of multiple e-mails going out. The board was supportive of the concept of expanding the communication network for informing our membership. Sam Johnston will work with Ted Kyle and Gordon Merseth to provide a recommendation back to the board.

Delegate's report Hugh Kalani reported that he had looked into the small cities programs, but there are too many topics to provide any potential input back to the board. Hugh asked the board if we could narrow down the request. Sam Johnston suggested that we might consider focusing on transportation. Hugh will investigate further. Hugh reported that the delegates meeting will be May 6, 2005 in Anchorage, Alaska.

Correspondence The correspondence file with various items was circulated for information. Lila noted that the board received a letter from Past President Bob Deuel asking about the ability to have a reduced rate for retired attendees at the conference. The board discussed that since this is a combined meeting with the OEMA, we did not have the ability to properly track those that are retired. We will make sure that the future conventions give consideration to this topic.

Committee Reports:

- Spring Conference 2005, Seven Feathers (Canyonville), April 27-29, APWA/OEMA Joint Conference – Mark Schoening, the conference co-chairperson was in attendance and provided a detailed update of the various programs for the upcoming conference. Mark reported that the convention is on track for the timeline and expects a great turnout. Hugh Kalani will confirm to Mark the national/regional officers that might be in attendance so Mark can get the room blocks assigned. The board asked if the registration packets could include information on the Julian Award and conference scholarships available. Mark reported that the OEMA board will meet jointly with the APWA board at the Tuesday night meeting. Since the OEMA board is part of the staff for the conference, Mark asked if we could use that session as a pre-convention work session. Lila will relay to President Greg Miller so our agendas can be adjusted accordingly.

At 11:15 AM the board took a 45 minute break to tour the Seven Feathers facilities with Convention Staff. The meeting then was called back to order by Lila at 12:00.

- Fall Conference 2005, Salishan, October 10-13 – Lila Bradley provided a brief report on the Fall conference. She will be meeting with the Hotel next week to begin working on the meal costs. She has received budget proposals from the foundation to include a Casino Night as part of the conference to help raise money for the foundation. Lila will report back when she has more information on the actual costs.

- Spring Conference 2006, TBA, Joint Conference with Washington Chapter – No report.

- Scholastic Foundation – Ted Kyle reported that he had attended the recent foundation meeting and they had discussed the potential Casino Night as a fund raiser for the foundation. Ted also

indicated that Dave Vargas was looking for a replacement to serve as the Scholarship Chair. If anyone has a potential candidate, please let Dave or Ted know.

- Standard Specifications Committee – Sam Johnston reported that there has been some discussion at ODOT that the standard spec drawings should be professionally stamped. Sam will keep the board apprised of the discussions, if they continue. Sam also reviewed an e-mail from Paul Klope that talked about the need to have the ability to e-mail internal and external contacts for the updates as they occur. The board discussed the need to keep the e-mail list within APWA. The board asked Sam to work with Peggy Keppler (City of Eugene) to e-mail the APWA members to request if they would like to be added to a special e-mail list for the future spec revisions.
- Luncheon Committee – Yvonne reported that the committee is doing well and has scheduled a luncheon for March. Barbara Duda was sending the remaining shirts for APWA to Yvonne to sell at the luncheon.
- Diversity Committee – Yvonne met with Jeannie Nyquist and they will have more information at the next meeting; they are developing a draft survey form for us to use.
- Membership Committee – Lila reported that we are losing numerous members to retirement. We need to focus on membership, especially in the smaller agencies, to get our numbers back up.
- Education Committee - Ted Kyle reported that the committee is revising two courses, Contracts Management and Project Management.

Old business:

- Peter DeFazio Relationship – No new information to report at this time but will keep trying to get Peter involved. The board acknowledged that Peter's Transportation Committee did provide for numerous new projects for Oregon, if signed by the President. Mark Schoening indicated that Peter's invitation to be our luncheon speaker at the spring conference is still pending.
- Oregon Chapter Photographer – Rick Olson reported that the Conference Committee had inquired about the cost of the photographer. The board indicated that the offer will include the cost of the registration, hotel and photographic supplies. Since APWA wants to make sure there is the ongoing documentation of the conferences, the board is willing to pick up the full cost if OEMA is unable to participate. Mark Schoening will report back after his next conference meeting.
- Chapter Logo – The board wished to thank Eric Jones and Kim Mast for the great work on the new logo; it looks great.

New Business:

- Spring 2006 Joint Conference (Washington Chapter) Co-Chair - Gregg Weston reported that he is still trying to find a chair for the joint meeting with the Washington Chapter scheduled for Spring, 2006.

Director Initiated Items –

None to report at this time

Next Board Meeting: Tuesday, April 24, Seven Feathers, Canyonville

Agenda Items for next meeting:

- Request for reduced agenda, since this will be a joint meeting with OEMA board.

Meeting adjourned at 1:05 PM Submitted by Rick Olson for Kurt Corey, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month

JANUARY Date

21 Location

Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS
Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No
Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY
SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN
NOVEMBER 4 EUGENE DECEMBER 9 HILLSBORO

Minutes approved by the Oregon Chapter Board of Directors, April 26, 2005.

February 2005

Comments

Minutes from the Oregon Chapter APWA board meeting..... Meeting held at ODOT, Salem
February 11, 2005

Board Members Present Board Members Absent Greg Miller Chris Berquist Lila Bradley Bob
Patterson Kurt Corey Rick Olson Hugh Kalani Ted Kyle Jim Carnahan Sam Johnston Yvonne
McClain Visitors Gregg Weston

Meeting called to order at 10:00 AM

Chapter Board Meeting

Approval of Minutes The minutes of the January 21, 2005 regular board meeting were approved with minor edits.

Treasurers Report Rick Olson provided the Treasurer's Report which was approved as submitted. Rick will contact Judy Arasmith at ESI to coordinate transferring funds from the education account to the general chapter account to leave a balance of about \$10,000 in the education account; this reconciling has not occurred for some time.

President's Report Greg Miller provided brief updates on various items and reminded the board nominations for national awards and national committee appointments are due no later than March 1.

Delegate's report Hugh Kalani reported that APWA National has confirmed Nawzad Othman, President/CEO of Otak, has been included on the program schedule to deliver a presentation on rebuilding Iraq at the APWA Congress in Minneapolis in September.

Correspondence The correspondence file with various items was circulated for information.

Committee Reports: • Spring Conference 2005, Seven Feathers (Canyonville), April 27-29, APWA/OEMA Joint Conference – Lila Bradley provided a copy of the final technical program and a draft of the registration form. There was a suggestion to provide a space on the registration form for the federal tax identification number of the agency represented by the delegate. • Fall Conference 2005, Salishan, October 10-13 – Lila Bradley also gave a brief report on the Fall conference planning efforts. The board reviewed a proposal from ESI for conference registration services and, following discussion, approved the ESI proposal which will amount to a service charge of \$12 per registration. • Spring Conference 2006, TBA, Joint Conference with Washington Chapter – No report.

Old business: • Peter DeFazio Relationship – No new information to report at this time but some discussion as to how we might try to generate greater interest from the Congressman's staff. • QBS Discussion – A draft letter in support of proposed legislation regarding qualifications-based consultant selection was reviewed and, with several edits, was approved. The final draft will be forwarded to Greg Miller for execution and forwarding to ACEC Oregon. It was also suggested a copy of the letter could be included in an upcoming chapter newsletter. • Conference Scholarship Advertising – Ted Kyle agreed to draft a newsletter article explaining and soliciting applications for APWA conference scholarships. • Participation in Future National Congress – The board discussed the possibility of submitting a letter of interest to host a future national congress. Congress locations are typically selected and announced eight years in advance of the event. Ted Kyle volunteered to further investigate the availability of local resources in the Portland metro area, including hotel and convention space accommodations. • 2005 Goals/Possible Inclusion of Public Works Institute – Greg Miller reported Paul Klope had inquired as to the possibility of establishing a Public Works Institute as one of the 2005 Chapter Goals. It was noted that Jeanne Nyquist is working to schedule a meeting with Paul Klope, Ted Kyle, John Ostrowski, and any other interested parties to investigate possibilities. Following discussion, the board added this item to the list of 2005 Chapter Goals. • Oregon Chapter Photographer – As previously reported, John Harris from the City of Gresham will assume the responsibilities of Chapter Photographer

at future conferences. The board discussed the many past contributions of Andy Hoefler and following discussion, voted to provide Andy with complimentary attendance to the Fall Conference in Salishan and to present him with an appropriate plaque in appreciation of his years of service. • Chapter Logo – A modified version of the logo generally preferred by the board at the January meeting was presented for review and approval. A couple of suggestions were offered. Kim Mast will make the final adjustments and Kurt will e-mail the final version to the board. The new logo will be announced in the chapter newsletter. • Organization Alignment with National – There was no specific report on this item but the board discussed the possibility of pursuing a track similar to national's Small Cities/Rural Forum process. A committee table on this topic will be made available at the Fall Conference committee breakfast meeting and an open forum or technical session will be considered for a future conference. • Membership Contest – There was no report for this item. • 2005 Committee Liaisons – Greg Miller reported the roster is nearly complete and he will forward it to Eric Jones for posting on the website. • CEU's – There was no report for this item. • One-Call Committee Chair – There was no report for this item. Greg Miller will confirm that Terry Mulholland has agreed to serve as chair for the coming year. • Chapter Medallions – This topic has been included on the agenda for the Scholarship Foundation for their February meeting. • Public Works Week – Brief reports regarding proposed Public Works Week activities scheduled for Lincoln City, Eugene, and Washington County were made. Greg Miller will work with the Governor's office to try and schedule an appearance at the Washington Square event and to have the Governor sign an official proclamation.

New Business: • Sam Johnston Retirement – Sam Johnston announced he will soon be retiring from ODOT following thirty years of service. He will continue to serve on the Oregon Chapter Board of Directors through the end of 2005 and has suggested Marty Anderson be considered to complete the balance of his term in 2006. • Spring 2006 Joint Conference (Washington Chapter) Co-Chair – There was no change in the status of this recruitment. Gregg Weston is working with Tom Walsh on this possible opportunity.

Director Initiated Items – • Greg Miller distributed a matrix of insurance requirements for sanctioned events which is the subject of an upcoming conference call. • There is a conference on Natural Disaster Planning Within the Urban Forest scheduled in Eugene on March 11. The board acknowledged it would be appropriate to post information regarding the conference on the chapter website. • Following discussion, the board approved a motion to award a \$150 gift certificate and an appropriate plaque to recognize a second member's contributions at the Spring Conference in Seven Feathers. • Ted Kyle indicated he had agreed to serve on a National Strategic Planning Committee scheduled to meet in Kansas City in July. • Rick Olson requested the Awards Committee to update its budget requests in light of the additional awards being offered through the chapter.

Next Board Meeting: Friday, March 11, Seven Feathers, Canyonville

Agenda Items for next meeting: • Public Works Institute

Meeting adjourned at 1:00 PM Submitted by Kurt Corey, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR Month

Date Location JANUARY 21 Otak Lake Oswego FEBRUARY 11 SALEM ODOT MARCH 11 SEVEN FEATHERS Canyonville APRIL 26 SEVEN FEATHERS Spring Conference - Canyonville MAY No Meeting JUNE 17 PENDLETON JULY 15 BEND AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting APWA Congress - Minneapolis OCTOBER 10 SALISHAN NOVEMBER 4 EUGENE DECEMBER 9 HILLSBORO

Minutes approved by the Oregon Chapter APWA Board of Directors - March 11, 2005

January 2005

Comments

Minutes from the Oregon Chapter APWA board meeting..... Meeting held at Otak, Lake Oswego January 21, 2005

Board Members Present Board Members Absent Greg Miller Ted Kyle* Lila Bradley Chris Berquist Kurt Corey Bob Patterson Rick Olson Hugh Kalani Jim Carnahan (via telephone) Sam Johnston Yvonne McClain Gregg Weston Other members present Visitors Barbara Duda Marshall Coba Cynthia Lowe *Ted Kyle arrived at Otak on January 14 but was unable to stay for the regular meeting

Meeting called to order at 10:00 AM

Chapter Board Meeting

Approval of Minutes The minutes from the December 10, 2004 regular board meeting were approved with several clarifying edits.

President's Report Greg Miller reported he had visited with Chris Berquist and determined that, although Chris' schedule had made it difficult for him to attend the past several meetings, he was committed to continuing his service on the chapter board.

Treasurers Report Rick Olson provided the Treasurer's Report for the period ending December 31, 2004 and the report was approved as submitted. Rick noted the 2005 chapter budget had been submitted to APWA. Updated bank signature cards were circulated for execution by the appropriate 2005 chapter officers – the President, Secretary, and Treasurer will be authorized to sign checks on behalf of the Chapter so that eventually the card will only need to be updated annually to remove the Past President and add the incoming Chapter and National Treasurers as signatories to the account. Rick requested that Greg Miller appoint an Audit Committee to complete the 2004 audit in advance of the March 15 deadline – Greg appointed Ron Polvi and Gregg Weston to complete the audit.

Delegate's report Hugh Kalani reported on several items: • APWA has issued a call for nominations to the Board of Directors and for national committee assignments. March 1 is the

deadline for most nominations. • Hugh provided a summary of the January 13, 2005 APWA Board meeting. Of particular note was the discussion of emerging educational partnering opportunities. • The next regional delegate meeting is scheduled for May 6 in Anchorage, AK.

Correspondence The correspondence file was circulated for information.

Committee Reports: • Spring Conference 2005, Seven Feathers (Canyonville), April 27-29, APWA/OEMA Joint Conference---Lila Bradley provided an updated technical program schedule for the board's review. Several additional adjustments were made and Lila will follow up with OEMA to finalize. Greg Miller will extend invitations and confirm attendance of national board members/dignitaries at the Spring Conference. Rick Olson provided an update of the January 20 conference planning committee meeting and indicated Seven Feathers had been contacted to clarify the availability of rooms. OEMA has been invited to attend the March 11 board meeting at Seven Feathers. Rick also provided an update on the status of exhibitors for the Spring Conference. • Fall Conference 2005, Salishan, October 10-13---Lila Bradley has investigated the possibility of ESI providing conference registration services and circulated information indicating the service would cost about \$12 per registration. • Spring Conference 2006, TBA, Joint Conference with Washington Chapter---Gregg Weston solicited ideas for a potential Oregon co-chair for the Spring 2006 conference. No additional information available at this time.

Old business: • Peter DeFazio Relationship – Eric Jones has extended an offer to Congressman DeFazio on behalf of the Oregon Chapter to speak at the Friday noon luncheon during the conference at Seven Feathers and is presently awaiting a response. Conference co-chair Mark Schoening has indicated an alternate speaker is available if Peter is unable to participate. • QBS Discussion – Marshall Coba and Cynthia Lowe, representing the Oregon Chapter of the American Council of Engineering Companies (ACEC), were present to discuss pending legislation at the Oregon legislative session relating to qualifications-based selection (QBS) of engineering consultants. Handout information was reviewed and discussed. The board was asked to submit a letter of support for legislation that would expand the requirement for the use of QBS in Oregon. Following discussion, the board voted in favor of providing such a letter on the basis of APWA's longstanding position statement advocating for the use of QBS by public works agencies. The board wished to make specific note, however, that such an endorsement not be viewed as lobbying for a particular political position. It is, rather, a statement that such legislation would fall in line with an existing APWA advocacy position statement. The motion approved by the board also authorized members of the board to testify before the Oregon Legislature on behalf of the Oregon Chapter relating to the proposed legislation. • Oregon Safe Roads Action Network – The board determined that, based upon past discussions, the board would not endorse this initiative. A review of the underlying issues suggests this is primarily a political initiative with no connection to formal APWA policy. No further action will be considered at this time. • Chapter Logo – The board reviewed several alternatives for a new Oregon Chapter logo that were developed by Kim Mast. Following discussion, the board requested further refinement of a preferred alternative to be provided for the February meeting. • Review and Approve 2005 Goals – Greg Miller handed out a compilation of discussion points around the proposed 2005 goals from the December meeting and several assignments were made and agreed to. Kurt and Rick will work to recruit a Public Relations Committee chair. Yvonne, Greg M, and Barb Duda will work on membership. Jim and Ted will work with committee chairs

to recruit committee members. Sam and Hugh will work on a plan to align chapter committee work with the national committee structure. Following discussion, the 2005 goals were adopted.

- 2005 Congress Session re: Iraq – Gregg Weston is working with APWA National on the possibility of Nawzad Othman, President/CEO of Otak, presenting a session on rebuilding Iraq at a Congress session in Minneapolis.
- Oregon Chapter Photographer – Greg Miller reported that John Harris from the City of Gresham had agreed to take on the photographer duties occasioned by Andy Hoefler's retirement.
- Chapter Leaders Training – Yvonne McClain and Greg Miller provided a brief report on the Chapter Leader training program sponsored by APWA they attended in Kansas City in January. They reported the training was very well done and useful. A primary theme was the membership issue which is a concern across the nation

New Business:

- 2005 Committee Liaisons – Committee assignments were reviewed and partially updated. The balance of the blank spots will be filled in at the February meeting for approval and forwarding to National.
- APWA Logo Shirts - The board concurred with Barb Duda's suggestion to take the remaining inventory of shirts to the February APWA luncheon and the February inspector training course and try to sell them. Any left over will be offered as closeout at the Spring Conference.
- Small Cities/Rural Communities Forum – As to the question of whether to try to establish a small cities/rural communities forum, the board expressed an interest in including this in the committee work to be undertaken by Sam and Hugh toward the alignment of chapter and national committee structures.
- One-Call Committee Chair – Terry Mulholland has agreed to serve as chair of the One-Call Committee.
- Medallions – Ron Polvi was not available to discuss or provide an update on this topic.
- Public Works Week – It was noted that Public Works Week will be the week of May 15 and planning efforts will be discussed in greater detail at the February meeting.
- Audit Committee Appointments – As indicated in the Treasurers report, Greg Miller appointed Ron Polvi and Gregg Weston to perform the audit of the 2004 financials. The audit is due to National by March 15.
- Member Recognition – In recognition of the substantial efforts and contributions of Kim Mast to the Oregon Chapter, the board approved a motion to provide Kim's complimentary attendance and expenses at the Fall Conference in Salishan. The board also approved a motion to award a \$150 gift certificate to another member for recognition at the Spring Conference at Seven Feathers. Appropriate plaques will also be purchased for both individuals.
- Chapter Membership Conference Call – Yvonne McClain and Gene Appel participated in the national conference call in January on the topic of membership. Yvonne provided a report on the brainstorming session.

Director Initiated Items

- Tsunami Relief Effort – The board approved a motion to provide a \$1000 contribution to Mercy Corps toward the tsunami relief effort.

Next Board Meeting: Friday, February 11, 2005, ODOT, Salem

Agenda Items for next meeting: None offered

Meeting adjourned at 2:20 PM Submitted by Kurt Corey, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR JANUARY 21 OTAK PTLD
FEBRUARY 11 SALEM ODOT MARCH 11 JOINT WITH OEMA SEVEN FEATHERS
APRIL 26 SEVEN FEATHERS MAY No Meeting JUNE 17 PENDLETON JULY 15 BEND

AUGUST 12 LINCOLN CITY SEPTEMBER No Meeting APWA Congress - Minneapolis
OCTOBER 10 SALISHAN NOVEMBER 4 EUGENE DECEMBER 9 HILLSBORO

Minutes approved by Oregon Chapter APWA Board of Directors – February 11, 2005

December 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at December 10, 2004
Washington County

Board Members Present Board Members Absent Jim Carnahan Chris Berquist Kurt Corey
Stephanie Reid Greg Miller Rick Olson Ted Kyle Chair Lila Bradley Bruce Hoyt Gregg Weston
Kevin Timmins Sam Johnston Eric Jones Yvonne McClain Peggy Keppler Hugh Kalani Ron
Polvi Bob Patterson Gordon Merseth Barbara Duda Terry Chamberlin Gordon Monroe

Meeting called to order at 9:30 am Chapter Board Meeting

Approval of Minutes Minutes from November 5, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of November, 2004 moved, seconded and
approved.

Delegate's report (Hugh Kalani) 40th Banner Patch received. We would like to invite Nawzad
Othman from OTAK for the Congress Session as a speaker; his Keynote at our Fall Conf. was
very enlightening.

Correspondence Correspondence file was circulated.

Committee Reports:

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) Bruce submitted
conference report and will send a check to Rick Olson, Treasurer

Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Greg Miller) APWA and
OEMA. It was moved and seconded to authorize APWA Checking account for the Conference.

Fall Conference October 12-15 2005, Salishan (Lila Bradley) Salishan rooms are available to
reserve 541-764-2371. Will start with Salishan in January.

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Pendelton

Water Resources Chair Kevin Timmins see hand out attachment.

Leadership and Management Chair Peggy Keppler No first timers program for the Spring Conf due to joint Conf. w/OEMA, will continue program at the Fall 2005 Conf. No budget needed for 2005 will wait for 2006.

Transportation Committee is inactive

Education Committee Chair Gordon Merseeth conducted 8 classes' serviced 875 students this year, 570 last years; to date the program profit is 1200.00. Cost per student 167.00. Next year goal to repeat 8 classes.

Membership Committee Chair Barbara Duda, Data base has been broken into categories will be available by email. Inventory: 200 pins left and misc. shirts available. Bids on shirts need direction on what to buy. Membership is at 720 the 1st timers program has helped with membership. Our goal is to add 50 and keep current membership. The old directory will be recycled the written directory will not be updated per the board.

Pipe Users No report

Conference Committee Terry Chamberlin- Smaller Cities have had a hard time managing a conference as a goal it is suggested to hire or start a committee to update Conference Planning Procedures and update conference guide the committee would consist of Terry, Jim, Bruce, Lila, Mary and Judy to create a 5-7 year plan. 2007 we could look at Ashland, Florence, Salem, Hotel planning is 3 years out.

Industry – Work conference, Industrial partners- use as moderators to get more involvement during the conference.

Award Committee Chair Gordon Monroe - Local Chapter add 3 awards for Fall Young Leader, Honorary Member Kim Mast, Project of the Year Clean Services Bldg. National \$ category. Spring Conference put up boards for Awards to advertise also put on web site. The Gizmo is an award. We overspent our awards budget. Suggestions for awards- Media Award, Exceptional Performance – Adversity Ashland Flood, Safety and Journalism, Ice Storm and Individual Teams.

Professional Manager of the Year Chris Bowles sp, Fleet Carlos Davis City of Eugene motion moved and approved.

Future Professional Manager of Year John May, Eng Tech Bob Cruz sp, Solid Waste-Metro see Ted, Transportation Bruce Horner-see Sam.

Standard Specifications – Chair Paul Klope spec is being updated about a year out. Board participation – get sub committee back together.

Old business: • OBS discussion Kurt left a detailed message with Linda Ludwig to set up a meeting • Oregon Building Conference (Kurt Corey) nothing new to report • Peter DeFazio

Relationship – nothing new to report • Oregon Safe Roads Action Network (Greg Miller) Peggy Kepler called AOC they sent a letter of support and will be speaking w/elected official.

New Business: It was moved and seconded to approve changing the names to the current President and Secretary on the APWA Oregon Chapter Bank Account.

QBS where do we want to be. We have a policy statement in place for QBS. Kurt - ACES convention was on panel for QBS Topic will be a future discussion.

APWA Historical Information was delivered to the Historical Society

Greg and Yvonne will attend National Leadership up to three attendees at 1000.00 each for round trip air, hotel and stipend so moved seconded and approved.

Ron Polvi – Idea for fund raiser grates for around street trees.

Kelly Moholand is the new One Call Chair

Next Board Meeting: January 21, 2005 10am OTAK

Agenda Items for next meeting: • Nominating Committee Report • Awards Committee Report

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR JANUARY 21 OTAK PTLD
FEBRUARY 11 SALEM ODOT MARCH 11 JOINT WITH OEMA SEVEN FEATHERS
APRIL 26 SEVEN FEATHERS MAY NONE JUNE 17 PENDELTON JULY 15 BEND
AUGUST 12 LINCOLN CITY SEPTEMBER NONE OCTOBER 10 SALISHAN NOVEMBER
4 EUGENE DECEMBER 9 HILLSBORO

November 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at November 5, 2004
Clackamas County

Board Members Present Board Members Absent Kurt Corey Chris Berquist Greg Miller Yvonne McClain Rick Olson Sam Johnston Ted Kyle Lila Bradley Other Guest Hugh Kalani Gregg Weston Stephanie Reed Jim Carnahan

Meeting called to order at 10am Chapter Board Meeting

Approval of Minutes Minutes from October 12, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report waiting for hard copy will approve at the next meeting. National picked the Oregon Chapter for a random audit. Kay Caldwell the finance person at National showed we have business income tax liability of 175.00.

Delegate's report (Hugh Kalani) Congress is planning for 2011

Correspondence Correspondence file was circulated.

Committee Reports: Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Lila Bradley) Working on Program with OEMA

Fall Conference 2005, Salishan (Lila Bradley) start planning in January 2005, rooms are available to book now, the reservation # is 541-764-2371.

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Ted Kyle will send Leadership First Timers thank you notes.

Awards – Oregon Project of Year is due the end of January winner will then apply to National. Other Awards: Top Ten, Bose, Harry S. Swearingen, 3 Julian awards, 3 categories: Environmental Award of Excellence, Wetland Tech, and project of the year follow the dollar categories for Spring Conference. Our goal is to apply for 100% of the awards.

Old business:

- Oregon Building Conference (Kurt Corey) next summer
- Peter DeFazio Relationship – nothing new to report
- OBS discussion (Kurt Corey) Portland and Eugene are in practice with OBS will schedule a meeting with Linda not sure if there will be legislation on this.
- New Chapter Logo is done, will make changes to Letter Head
- Oregon Safe Roads Action Network (Greg Miller) Leadership/Management is heading this up no need to go to National because we don't have an agreement.

New Business: Conference Committee and long term conference planning

Next Board Meeting: December 10, 2004 Washington County 9am

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

October 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at October 12, 2004
Welches

Board Members Present Board Members Absent Jim Carnahan Chris Berquist Kurt Corey Greg Miller Rick Olson Ted Kyle Other Guest Lila Bradley Bruce Hoyt Hugh Kalani Wendy Marshall Gregg Weston Stephanie Reed Yvonne McClain Sam Johnston

Meeting called to order at 7:35 Chapter Board Meeting

Approval of Minutes Minutes from September August 20, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of September 2004 moved, seconded and approved.

Delegate's report (Hugh Kalani) Still working with National on student membership, we need to start sending emails to get some action.

Correspondence Correspondence file was circulated.

Committee Reports:

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) Close on budget 136 delegates for one day registration, 90 full registrations, 269 rooms. The Bull Run tour was great and well attended.

Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Greg Miller) Oregon Emergency Management – will meet with OEMA at the Conf. debrief on Friday to start the program planning.

Fall Conference 2005, Salishan (Lila Bradley) Will start planning in January 2005, opened bank account at Bank of America with 2000.00.

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Old business: • Review Goals and Survey Results (Ted Kyle) will review at Chapter Meeting • Oregon Building Conference (Kurt Corey) next summer • Peter DeFazio Relationship – nothing new to report • OBS discussion (Kurt Corey) talking with legislative session need to let LOC know our position • New Chapter Logo purchased by Eugene PW they have completed a draft letterhead • Julian Award on Sustainability at the banquet

New Business:

Kurt is in process of submitting chapter challenge proposal forms for the good of the order so moved and approved. Decide what to submit for New Orleans Conference 2006.

Rick received a MH cover sample for potential design for the Foundation.

Oregon Safe Roads Action Network (Gregg Miller) See memo – send request to Leadership & Management moved seconded motion carried.

Greg Miller reported the AOC Conf. is mid November in Portland, we put up APWA display last year cost was 400.00. We will not have a booth this year.

Rick started a discussion on Federal Mandate to pay prevailing wage for hours on drivers while delivering material, need to get more information from informed agency-intergovernmental associates.

Check into using City of Eugene shirt vendor for logo shirts

Next Board Meeting: November 5, 2004 Clackamas 10am

Meeting adjourned at 8:55 pm Submitted by Lila Bradley, Secretary

August 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Welches August 20, 2004

Board Members Present Board Members Absent Jim Carnahan Yvonne McClain Kurt Corey Sam Johnston Greg Miller by phone Chris Berquist Lila Bradley Rick Olson Hugh Kalani Ted Kyle Gregg Weston Stephanie Reed Other Guest Dave Haskel Bruce Hoyt Barbara Duda

Meeting called to order at 10:15 am Board Meeting

Approval of Minutes Minutes from July 9, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of July, 2004 moved, seconded and approved.

Delegate's report (Hugh Kalani) Preparing contract for dinner, the Chapter dinner agreement commits to 40 seconded and approved.

Correspondence Correspondence file was circulated.

Committee Reports: Seaside Spring 2004 Conference, Spring Conference information is not in yet.

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) working on speakers. Under control – Secretary of State Bill Bradbury will present Sustainability Award at the Conference. Dave Haskell passed the conference box to Bruce Hoyt.

Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Greg Miller) Oregon Emergency Management - Terry Chamberlin is working on contract with OEMA. Greg Miller, Lila Bradley and Terry Chamberlin attended a coordination meeting in Portland on July 15, 2004. OEMA usually has 20 vendors and APWA has 40 vendors the sessions are planned to be in 4 tracks.

Fall Conference 2005, Salishan (Lila Bradley) Salishan called will start planning in January 2005

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Membership Report: Oregon Chapter Membership was 724 at the end of June. The Oregon Chapter Web page needs to be updated by removing the Chapter Member ability to update information, all updates should be done on National Web site

Nominating Committee: Rick Olson will move to officer, then Gregg Weston and one replacement for the Board they have three potential candidates will discuss at National Congress

Old business: • Review Goals and Survey Results (Ted Kyle) will review at Chapter Meeting • Oregon Building Conference (Kurt Corey) nothing new to report • Pins are done will include in conference packets to delegates and extras will be sold for 3.00 each • Peter DeFazio Relationship – nothing new to report • National Insurance Programs • New Chapter Logo Purchased by Eugene PW

New Business:

QBS where do we want to be. We have a policy statement in place for QBS. Kurt - ACES convention was on panel for QBS Topic will be a future discussion.

Next Board Meeting: October 12, 2004 7:00pm in Welches at the Conference

Agenda Items for next meeting: • Nominating Committee Report • Awards Committee Report

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

July 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Bend July 9, 2004

Board Members Present Board Members Absent Jim Carnahan Yvonne McClain Kurt Corey Sam Johnston Greg Miller Chris Berquist Rick Olson Ted Kyle Other Guest Foundation Board Lila Bradley Jeanne Nyquist Hugh Kalani Ron Polvi Gregg Weston Gordon Merseth Stephanie Reed Jim Gilmer Dan Boss Gene Appel

Meeting called to order at 9:30 am Joint Foundation and Chapter Board Meeting

Approval of Minutes Minutes from June 11, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of June 11, 2004 moved, seconded and approved.

Delegate's report (Hugh Kalani) Preparing report for Congress. Hugh needs a count of attendance for conf.

Correspondence Correspondence file was circulated.

Committee Reports: Seaside Spring 2004 Conference, Spring Conference information is not in yet.

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) working on speakers. Under control – Gene Appel working on Guest Program Thursday afternoon high tea and croquet. Sign up sheet for shopping, hiking, wildwood. Encourage retirees to participate.

Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Greg Miller) Oregon Emergency Management - Terry Chamberlin is working on contract with OEMA.

Fall Conference 2005, Salishan (Lila Bradley) will start planning in January 2005

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Awards Committee: Wants to put out a hard link with National Member site (Stephanie will check w/Eric maybe do a photo separate from membership, Stephanie will call Andy about digital photos.

Education Committee: Three-page report by Gordon Merseth - The Education program for 2004 provides 8 classes 5 of these have been completed and 3 are on the schedule.

Oregon MATHCOUNTS: Two page report submitted by Ron Polvi

Old business: • Review Goals and Survey Results (Ted Kyle) will review at Chapter Meeting • Oregon Building Conference (Kurt Corey) nothing new to report • Pins for new members (Gregg Weston) on schedule for mid Sept. • Peter DeFazio Relationship – nothing new to report • National Insurance Programs (Greg Miller) nothing new • New Chapter Logo (Lila Bradley) in progress • Ted Kyle discussed signing Facility Contracts and recommended that any of us allowed to sign the contracts receive an email from Judy and we will respond with who is in the area and can do this most expeditiously.

New Business: Snow Conference – Local agency support is difficult will talk with officials at Congress

Audit was completed by Rick Olson and Greg Miller attention to detail was exemplary

2004 Chapter donation to the Foundation will continue as in the past. Our Treasurers report is six months behind on Conferences and Classes, we can evaluate future support at the December Board meeting, formalize a policy of amount and discuss Tribute accounts.

Washington County Public Works Week video will be used at Conferences it was moved and seconded and approved to pay 50% of the Video production cost.

Topic for Fall General Business Meeting to keep our fee the same.

Next Board Meeting: August 20, 2004 Welches 10am

Agenda Items for next meeting: • Nominating Committee Report • Awards Committee Report

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

June 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Roseburg June 11, 2004

Board Members Present Board Members Absent Chris Berquist Stephanie Reed Kurt Corey Jim Carnahan Greg Miller Rick Olson Ted Kyle Sam Johnston Other Guest Lila Bradley Yvonne McClain Hugh Kalani Gregg Weston

Meeting called to order at 10:00 am Regular meeting

Approval of Minutes Minutes from May 4, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of May, 2004 moved, seconded and approved.

Delegate's report (Hugh Kalani) Preparing report for Congress. Hugh needs work site information

Correspondence Correspondence file was circulated.

Committee Reports: Seaside Spring 2004 Conference, Spring Conference information is not in yet.

Membership committee reported APWA Logo shirt sales totaled \$1600.00 the advance was \$2100.00. Shirts will be available at the next conference.

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) moving ahead

Spring Conference 2005, Seven Feathers April 27, 28, 29, 2005 (Greg Miller) Oregon Emergency Management - Terry Chamberlin is working on contract with OEMA. Greg Miller and Lila Bradley will attend a coordination meeting in Portland on July 15, 2004. OEMA usually has 20 vendors and APWA has 40 vendors the sessions are planned to be in 4 tracks.

Fall Conference 2005, Salishan (Lila Bradley) Salishan called will start planning in January 2005

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Old business: • Review Goals and Survey Results (Ted Kyle) will review at Chapter Meeting • Oregon Building Conference (Kurt Corey) nothing new to report • Pins motion approved and seconded to purchase 500 pins at \$2.00 each by mid August • Peter DeFazio Relationship – nothing new to report • National Insurance Programs • Motion to give a gift certificate to Karen Loy for extra work on Chapter treasures records in the amount of \$250.00 motion approved and seconded (Lila Bradley) • New Chapter Logo

New Business: To comply with new National insurance requirements all activities must be reported to National. Ted has given the National forms that have been emailed to Presidents to Judy. We will need to Change our Conference guide lines. Waivers will be needed for events with participants over 140. A copy of million dollar liability certificate will be needed for vendors. Coordinate with other joint conference to make sure their insurance cert. is covered.

Ted, Greg, Gordon and Judy will meet to set up a list of all APWA schools and conference to send to National for review, to make sure we are filling out the proper forms.

Future Congress is not possible at this time due to convention center constraints.

QBS where do we want to be. We have a policy statement in place for QBS. Kurt - ACES convention was on panel for QBS Topic will be a future discussion.

New Chapter Logo Lila will find fonts to match approved logo criteria.

APWA Historical Information was delivered to the Historical Society

Next Board Meeting: July 9, 2004 Bend 9:30am

Agenda Items for next meeting: • Nominating Committee Report • Awards Committee Report Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

May 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Seaside May 4, 2004

Board Members Present Board Members Absent Jim Carnahan Kurt Corey Chris Berquist Greg Miller Rick Olson Ted Kyle Other Guests Sam Johnston Dave Haskel Lila Bradley Nancy Claterbos Stephanie Reed Barbara Duda Yvonne McClain Hugh Kalani Gregg Weston

Meeting called to order at 7:00 pm

Regular meeting

Approval of Minutes Minutes from April 9, 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of April moved, seconded and approved.

Delegate's report (Hugh Kalani) Planning for Welches Conference delegate meeting not sure about rooms at this time.

Correspondence Correspondence file was circulated.

Committee Reports: Seaside Spring 2004 Conference committee: attendees 135, 36 Exhibitors and 36 golfers. Dave will need help from the Board on announcements at breaks.

Fall Conference 2004, Welches October 12-15, 2004 (Gregg Weston) No Report

Spring Conference 2005, Seven Feathers April 26-29, 2004 (Greg Miller) Oregon Emergency Management Association Joint Conference need down payment \$2,500.00

Fall Conference 2005, Salishan (Lila Bradley) No Report

Spring Conference 2006, possible joint conference with Washington

Fall Conference 2006, Open

Membership Committee Chair Barbara Duda reported shirts are purchased and will be available at the reception area.

New Awards Committee meeting will need 5-6 members launch in July list types of awards there are 25 National Awards, examples of possible local awards, Tech of the year, Staff Award and Innovation. Judging posting and advertising due by Fall Conf.

Foundation meeting will be held Wednesday May 5, 2004 from 10:00am to 12:00.

Old business: • Awards applications (Stephanie Reed) We did not get the Swaringen or Fleet Management Award • Review Goals and Survey Results (Ted Kyle) will review at Chapter Meeting • Oregon Building Conference (Kurt Corey) nothing new to report • Nominating Committee Appointments (Greg Miller) Greg Miller, Dan Boss and Jeanne Nyquist will serve on the Committee • Peter DeFazio Relationship – nothing new to report • Public Works Week

Proclamation (Ted Kyle) sent to Governors office • Pins for new members – in progress • Gizmo Future tabled for further discussion

New Business: Recall delegation of Authority to sign contracts for the Education Programs after review by National to Judy Arasmith, ESI. National only allows the President, Past President, President Elect, Secretary or Treasurer to sign contracts motion moved seconded and approved.

Top Ten Celebration motion to donate \$600.00 to Dan Boss Top Ten local celebration was seconded and approved.

Next Board Meeting: June 11, 2004 Roseburg 10am

Agenda Items for next meeting:

Meeting adjourned at 9:00 pm Submitted by Lila Bradley, Secretary

April 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Seaside April 9, 2004

Board Members Present Board Members Absent Jim Carnahan Kurt Corey Chris Berquist Greg Miller Rick Olson Ted Kyle Other Guest Sam Johnston Dave Haskel Lila Bradley Nancy Claterbos Stephanie Reed Barbara Duda Hugh Kalani Gregg Weston

Meeting called to order at 10:05 am

Regular meeting

Approval of Minutes Minutes from March 2004 moved, seconded and approved.

Treasurers Report Treasurer's report as of end of March moved, seconded and approved.

Delegate's report (Hugh Kalani) Hugh emailed Ian Von, British delegate board approved to wave conference fee

Correspondence Correspondence file was circulated.

Committee Reports: Seaside Spring 2004 Conference committee: attendees so far 48, Vendors, 62 full registrations, 8 first timers, 15 mentor's have volunteered, 6 guest, 4 comp, 3 one day, 20 golfers. The profit estimate is \$11,000.00. ESI will complete the CEU certification. The program printing will be completed one week before the conference. The Thursday lunch speaker will be Chip Jenkins on the Fort to Sea trail. The Mayor of Seaside will speak at the welcome lunch.

Fall 2004, Welches Conference Treasurer is Bruce Hoyt it was moved, seconded and approved.

Fall Conference 2005; Salishan was approved for a down payment of \$5,500.00.

Membership Ship Committee Chair Barbara Duda requested a budget of \$2,500.00 for Shirts with Oregon Chapter logo's to be sold at the conference. The profits would be paid back to the board for their initial investment. The motion was seconded and approved.

To increase membership the Membership Committee also proposed that Chapter pay for two memberships for smaller cities and counties who may not have the budget for a membership. This proposal was tabled to the next Board meeting.

Old business: • Awards applications (Stephanie Reed) Stephanie needs APWA Week pictures for 2003. Need to organize an official Awards Committee • Oregon Building Conference (Kurt Corey) nothing new to report • Nominating Committee Appointments (Gregg Miller) discussion at next Conf. Business meeting. • Peter DeFazio Relationship – not confirmed • Public Works Week Proclamation (Ted Kyle) Ted will send to Governors office and email a copy to the Board • Pins for new members – in progress • Gizmo Future tabled for discussion at the Conference

New Business: Delegation of Authority to sign contracts for the Education Programs after review by National to Judy Arasmith, ESI was authorized by motion moved, seconded and approved.

Top Ten Celebration suggested to send Dan Boss to Congress

Kurt reported on joint technical committee in Kansas, Strategic plan changes advocacy role, opportunity for people through out the Chapters if they have a need for support in DC politics. Christina Carasachuck (sp) is helping to get homeland security dollars to communities.

Next Board Meeting: May 4, 2004 Seaside 7pm

Agenda Items for next meeting:

Membership Committee Proposal

Meeting adjourned at 1:00 pm Submitted by Lila Bradley, Secretary

March 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at ODOT Salem March 12, 2004

Board Members Present Board Members Absent Stephanie Reid Jim Carnahan Kurt Corey Chris Berquist Greg Miller Rick Olson Ted Kyle Other Guest Sam Johnston Dave Haskel Lila Bradley Hugh Kalani Yvonne McClain Gregg Weston

Meeting called to order at 10:00 am

Regular meeting

Approval of Minutes Minutes from February 2004 approved.

Treasurers Report Treasurer's report as of end of February was approved.

Delegate's report (Hugh Kalani) • Snow Conference hand out host guide • Desalination Conf available • Delegate meeting in two weeks give Hugh any information for the conference • National Info now to eliminate so many emails, Kurt suggests go to profile - pick digest option to receive one email for the day.

Correspondence Correspondence file was circulated.

Committee Reports: Conferences: OEMA has agreed to a joint conference with us Spring '2005, at Seven Feathers (Canyonville). Fall 2005 conference will run Tuesday -Thursday and will be at Salishan 11th-13th. Next joint OR-WA conference will be at the new conference center in Vancouver, spring of 2006. Ashland or Medford are possibilities for fall 2006, possibly a joint conference with northern California chapter. Salem and Corvallis are getting new conference facilities and are candidates for out years.

Seaside May 4-7, 2004: Block of rooms have been secured at Best Western Ocean View their phone number is 503-738-3334. Board reviewed and updated program. There will be no pre-conference workshop, but there will be a couple of tours. No updates. Send speaker forms by March 1st.

Welches, fall 2005 committee is organized and working. Clackamas County will provide a representative. Met this week OTAK will support the committee.

National Congress/Snow Conference: No report.

Old business

- Pins for new members 1.82 each 1820.00 for 1000 approved to design pin
- Public Works Week Proclamation / Ted will send to the Governors Office
- Scholarship policy seconded and approved, will be posted on the Web Site
- Awards application – the Chapter will eligible for the PACE Award
- Gizmo Future suggestions to leave in place until the 20 anniversary
- Discuss fund raising options
- Yvonne suggested logo shirts for first timers and for purchase.

New Business: • National Planning Session

Next Board Meeting: April 9, 2004 • Seaside

Agenda Items for next meeting: Top Ten Celebration Chapter awards/national awards

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

February 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at OTAK February 13, 2004

Board Members Present Board Members Absent Stephanie Reid Jim Carnahan Kurt Corey Chris Berquist Greg Miller Rick Olson Ted Kyle Other Guest Sam Johnston Steve Townsend Lila Bradley Gary Peterson Hugh Kalani Kevin Timmons Yvonne McClain Bruce Hoyt Gregg Weston Gordon Merseth

Meeting called to order at 10:00 am

Regular meeting

Approval of Minutes Minutes from December 2003 & January 2004 approved.

Treasurers Report Treasurer's report as of end of January was approved.

Delegate's report (Hugh Kalani) Strategic Planning Stephanie & Ron went to meeting last month did not make many changes and that was not the intent the 2nd session is long range membership needs assessment. Profile study showed people are satisfied with APWA, but not using it as their main resource they use more specific sources. 3 goals APWA members primary gateway for service is National they accomplish a lot and we should work closer with National, draft plan will be available soon. National - Branding was a big issue radio TV is very expensive. Executive summary 79% are satisfied 69% we have not exceeded their expectation. National can help us get more political attention: NPR Local level Branding 3 targets – promoting our working in a positive light. Revenue bonds would be easier to pass with a better perception of Public Works. The public perception of the lean o mattic. Why should taxpayers, pay more when they think we are not spending funding properly.

Snow Conference hand out host guide Desalination Conf available Delegate meeting in two weeks give Hugh any information for the Conference

MECOP Presentation by Steve Townsend & Gary Peterson with program 21 years Get juniors and seniors into intern programs – City of Portland has been involved for five years CECOP Interns find new areas of civil engineering that they might not have enjoyed in school Ted Kyle asked how much to budget for temp employee, wages pay rate 13 to 15 an hour fee to keep the program running 2500.00 a year under 50 emp above 100 is 3500.00 you can take as many students as you want 2004 is taken working toward 2005 interviews. Most important is for a company to understand the program is business driven. Industrial funded. 2001 was the best 296 kids. 20% placement of students.

Greg said the students he worked with left with a good perception of how public works operations conduct business.

Correspondence Correspondence file was circulated.

Committee Reports:

Seaside May 4-7, 2004: Block of rooms has been secured at Best Western Ocean View their phone number is 503-738-3334. Board reviewed and updated program. There will be no pre-conference workshop, but there will be a couple of tours. No updates. Send speaker forms by March 1, 2004.

Welches, fall '05: committee is organized and working. Clackamas County will provide a representative. Met this week OTAK will help support Clackamas County. No other news.

National Congress/Snow Conference: No report.

Water Resource Committee Kevin Timmons

Water Resources Committee would like to be involved in the future planning for Conference session/programs. Conference topic rule 86 is of interest.

AQWA is doing a lot of what APWA might have done. Next Seminar Underground injection control presentation

Old business Oregon Building Congress: Meeting upcoming in Eugene to bring program into Eugene-area schools. Dick O'Connor came in Nov met with Lane Service district work w/math and Construction academic communications math in schools first a year out construction portion always looking for new start up programs.

New Business:

Ted Kyle Public Relations what pw did during storm of 2004 need stories to Ted Kyle when everyone is affected it is pw

Long-term conference planning spring is same as AWWA.

Yvonne membership committee small cities that directors or engineers that are not members of APWA Yvonne will send email list to make sure it is correct.

National Info now to eliminate so many emails, Kurt suggests go to profile - pick digest option is one email for the day.

Paragraph for newsletter. Ted K. his Outreach, funding, explaining to the public and getting them on board.

Survey will be summarized w/ statistics and announced at the Spring Conference

Gizmo future two other items on the ballot get rid of the gizmo or start a new gizmette or other options. Check with foundation. Kurt said miracles happen.

Greg PW week 23rd of May at Washington square ask the Governor to attend the event.

Stephanie suggests that the president have professional picture. Seconded passed.

Pins estimate Stephanie has estimate.

Kurt audit schedule proceed to get committee together Ted will proceed

City of Eugene self-assessment process Kurt is on site auditor single best way of succession. Documenting practices presentation at the fall conference.

Accreditation workshop in the state (understand commitment level)

Next Board Meeting: March 12, 04 Salem ODOT Maintenance Building

Agenda Items for next meeting:

Chapter awards/national awards

Town Hall Explain true cost we have to meet regulations Friday Feb. 27 downtown Hilton on 6th av reason is congress report card for American infrastructure school water road other transportation rail need speaker of raw panel good opportunity to participate nominated Ted Kyle for our spokes person Greg on panel tag team. Key response to report card group our answer America is the only country that provides almost guarantees potable water and wastewater we make health & safety a vital function. How do we reach the public if they don't have to think about us if they do there is a problem? Oregon Building

Congress Kurt Corey Nothing new to report

Survey Results Ted qualified results biggest challenge contacting to public – regulation – tech transfer and training – could APWA help small communities with retired directors to act as interim between directors.

Goals passed out

ESI contract First timers mentoring program Goals – prioritizing Scholarship policy
Congressman DeFazio

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

January 2004

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Eugene Airport
January 16, 2004

Board Members Present Board Members Absent Stephanie Reid Jim Carnahan Kurt Corey Other
people Chris Berquist Karen Loy Greg Miller by phone Rick Olson Ted Kyle Gregg Weston Lila
Bradley Hugh Kalani Yvonne McClain Sam Johnston

Meeting called to order at 10:00 am Regular meeting

Approval of Minutes Minutes from December 2003 moved to February meeting for approval.

Treasurers Report Treasurer's report as of end of December was approved.

Delegate's report Hugh Kalani reported Jack our region 9 Director is looking at Leadership
Conference for a New Chapter Leader education program. Ted and Hugh will look for sponsors.

Correspondence Correspondence file was circulated. Jim Gilmer was recently awarded Life
Membership. Lila will call Rhonda Wilhte and have the certificate sent to the Board to be
awarded at the conference.

Committee Reports: Conferences: OEMA has agreed to a joint conference with us Spring '05, at
Seven Feathers (Canyonville). Fall '05 conference will run Tue-Th and will be at Salishan 11-13.
Next joint OR-WA conference will be at new conference center in Vancouver, spring of '06.
Ashland or Medford are possibilities for fall '06, possibly a joint conference with northern
California chapter. Salem and Corvallis are getting new conference facilities and are candidates
for out years.

Seaside May 4-7, 2004: Block of rooms have been secured at Best Western Ocean View their
phone number is 503-738-3334. Board reviewed and updated program. There will be no pre-
conference workshop, but there will be a couple of tours. No updates. Send speaker forms to
Greg by March 20, 2004.

Welches, fall '05: committee is organized and working. Clackamas County will provide a
representative.

National Congress/Snow Conference: No report.

Old business

Job Descriptions: provided to secretary to post on web site. Greg will send to Karen.

Scholarship Policy: Final draft to be approved at the next meeting.

Three scholarships dollar amount or percentage – transportation cost and board to set amount
could be applied to travel, registration or lodging. Discussion of reimbursable expense to offset
the cost of educational program.

Yvonne suggested logo shirts for first timers and for purchase.

Ted solicited those on the Oregon APWA email list for ideas on what chapter can use for goal setting. Ted received 20 responses to his email.

*1-16 Eric, Rick, Ted, and Peter DeFazio meeting talk about construction economic development with national delegate. Kurt will talk w/Eric.

New Business:

CECOP: we will invite them to give presentation to next board meeting on this OSU intern program. Stephanie February

Budget for 2004 approved.

Schedule audit for mid February Ted will set up a meeting.

Chapter guide review long range planning

Develop a review committee for the future of the Gizmo and alternative fund raising options.

2004 board meeting schedule and new committee liaisons are posted on the Oregon APWA web site.

Next Board Meeting: February 13, 2004 at OTAK in Portland

Agenda Items for next meeting: Chapter awards/national awards First timers mentoring program Goals – prioritizing Scholarship policy

Meeting adjourned at 2:00 pm Submitted by Lila Bradley, Secretary

December 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Salem Dec 19, 2003

Board Members Present Board Members Absent Bob Deuel Terry Kelsey Stephanie Reid Other Members Present Kurt Corey Gary Hyatt Chris Berquist Gordon Merseth Greg Miller Sam Johnston Rick Olson Yvonne McClain Ted Kyle Terry Chamberlin Gregg Weston Dave Haskell Lila Bradley Barb Duda Hugh Kalani Eric Jones Ken Stoneman Paul Klope Other people Peggy Keppler Judy Arasmith ESI Katie Bretsch Kevin Timmins Ron Polvi

Meeting called to order at 9:30 am

Regular meeting

Approval of Minutes Minutes from November 2003 meeting were approved.

Treasurers Report Treasurer's report as of end of November was approved.

Delegate's report Nothing new.

Correspondence Correspondence file was circulated. New officers not on national's chapter leadership mailing list need to email Rhonda.

Committee Reports:

Conferences: OEMA has agreed to a joint conference with us Spring '05, at Seven Feathers (Canyonville). Fall '05 conference will run Tue-Th and will be at Salishan Oct 11-13. Next joint OR-WA conference will be at new conference center in Vancouver, spring of '06. Ashland or Medford are possibilities for fall '06, possibly a joint conference with northern California chapter. Salem and Corvallis are getting new conference facilities and are candidates for out years.

Seaside May 4-7, 2004: Block of rooms have been secured at Best Western Ocean View. Board reviewed and updated program. There will be no pre-conference workshop, but there will be a couple of tours.

Welches, fall '05: committee is organized and working. Clackamas County will provide a representative.

National Congress/Snow Conference: No report.

Old business

Job Descriptions: provided to secretary to post on web site.

Scholarship procedures: Ted passed out latest draft. Need to set amount for Congress scholarship, for discussion at next meeting.

AGC: no update.

ESI contract: Gordon Merseth described ESI's role in supporting the chapter and the history thereof. In past ESI has often negotiated contracts for our training program, and sometimes signs contracts for us. Old contract does not authorize that but it is a necessary task in support of our program. Comments on draft by national indicate a need to have some legal advice on standard language that should be included in those contracts for facilities for our training program. There is a ceiling (\$10,000) above which national's review and approval is required. Gordon and Ted will draft language and get some legal review to cover the chapter. A chapter officer needs to sign the contracts. Chapter needs an audit, and should have a bond on the person managing the chapter's education account which is maintained by ESI. Moved, seconded and passed to require in ESI's contract for them to have a bond, paid for as a chapter expense (estimated \$326 per

year). Oregon Building Congress: Meeting upcoming in Eugene to bring program into Eugene-area schools.

Awards: no report

New Business:

CECOP: we will invite them to give presentation to next board meeting on this OSU intern program.

Ted is going to solicit those on the Oregon APWA email list for ideas on what chapter can do. Objective is to give Stephanie info she can take to national for goal-setting session, and that we can use for chapter goal setting at December meeting. We will offer a scholarship prize to survey participants for a future conference registration based upon a drawing. Prize transferable if recipient chooses to do so. Moved, seconded and approved.

Goal Setting – Committee Reports

Education: (Gordon Merseth) 566 students trained. Revenue \$65,000, expenses \$63,000. Last two years over 900 students per year. Two fewer classes this year (9). Does not include standard spec classes. Meets at conferences. Emergency Management: no report. Diversity: (Katie Bretsch) over ½ of new members are women and people of color. Futures: (Ted Kyle) meets at conferences. Intergovernmental Relations: no report. Historical: Lila is seeking a new chair, with Mike Soderquist's retirement. Industry Relations: (Rick Olson) Wants to get more industry folks involved in other committees. Meets at conferences. Leadership and management committee. (Peggy Keppler) Met early December. Looking at mentoring program for conferences, to make new conference attendees welcome, and long-term getting new members active in APWA. Mentoring to begin at Seaside conference, 11 am first day. Wants a \$500 budget, plus a \$250 discount for conference first timers, which would impact conference revenue by an estimated \$2500. Peggy provided a written program. Committee is also interested in sponsoring chapter leadership program for region that is available from national, could be in partnership with education committee. Membership: (Barb Duda) Planning to compare conference attendee list with membership roll to follow-up non-members. Update chapter member list on web site. Rick will get Barb a vendor rep as a committee member. PW Luncheon: no report. Publicity/PR: (Eric Jones) Published 4 newsletters. Goals for '04 are to continue at that level, move to using national's membership data base, and look at hosting our web site on national's web site. Tabletop display developed and used at AOC conference. Std Specs: (Paul Klope) Statewide, conversion to use of this standard document is proceeding. Training statewide is complete, 450 people. Many local agencies' amendments to general conditions have been developed. Drawings are now all in English measurements, and are available in autocad format from ESI. Goal for this year is to convert more drawings to autocad format, mostly illumination, traffic signals, and pavement markings. Old specs are available only on web site and are no longer maintained. Goal for this year is to convert more drawings to autocad format. Transportation: no report ULCC/One Call: (Gary Hyatt) New ad campaign, ads to be placed in porta pots on construction projects. Equipment Services: no report Awards: (Bob Deuel) Submitted 10 applications, got 4 national awards. Plan to continue seeking national awards and PACE award. Water Resources: (Kevin

Timmins) Four meetings this year. Survey showed storm water is a topic of major interest. Pipe Users: (Rick Olson) Meeting at conference in Idaho next month.

Gavel passed from Stephanie to Ted

Goal setting was done, to be published separately. Ted will email the list of candidate goals to the board prior to next board meeting.

Budget for 2004 approved.

Next Board Meeting: January 9, 10 am at Eugene airport. Agenda Items for next meeting:

Chapter awards/national awards ESI contract First timers mentoring program Goals – prioritizing Scholarship policy Congressman DeFazio

Meeting adjourned at 3:15 pm Submitted by Greg Miller, Secretary

November 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Hillsboro Nov 14, 2003

Board Members Present Board Members Absent Terry Kelsey Rick Olson Stephanie Reid Bob Deuel Kurt Corey Chris Berquist Other Members Present Greg Miller Ken Stoneman Ted Kyle Gregg Weston Other people Lila Bradley Scott Porter Hugh Kalani Mary Davis

Meeting called to order at 10:00 am

Regular meeting

Approval of Minutes Minutes from October meeting were approved.

Treasurers Report Treasurer's reports for September and October were approved.

Delegate's report Nothing new.

Correspondence Correspondence file was circulated.

Committee Reports:

Conferences: Spring at Seaside and Fall at Welches moving along. Program for Seaside was covered with topics picked from list developed at Kahneeta, and board members assigned to facilitate each.

National Congress/Snow Conference: Terry Chamberlin volunteered to take the lead with Otak assistance (Gregg Weston).

Education Committee: Good class for PW leadership skills done at Cannon Beach. Also did a short school session recently.

Public Relations: outline for December newsletter circulated. New board members asked for bios and photos.

Membership: gain of 19 since June.

Standard Specs: Discussion continues on conversion of traffic signal design from microstation to Autocad.

Old business

Ted completed secretary and president elect job descriptions. Greg will combine with treasurer and post on web site.

Ted will send us all updated draft of scholarship procedure for discussion at next meeting.

AGC: plan is to get contractors and jurisdictions together at fall conference to discuss what goes well and what each party would like to see improved. Discussions will get underway in earnest in late winter.

ESI contract: national had some significant comments we need to address. Gordon Merseeth is working these with ESI and will have a contract for board to consider at December meeting.

Oregon Building Congress: Meeting upcoming in Eugene to bring program into Eugene-area schools.

Awards: lots of discussion over what the chapter awards program should look like. No definite conclusions, discussion should continue at December meeting.

AOC conference: Greg, Eric, and two people from Lane county will man our table next Wednesday and Thursday.

New Business:

Scott Porter and Mary Davis representing OEMA came to discuss the possibility of a joint APWA/OEMA conference in spring of 2005. Their conferences typically in spring with vendor sponsored reception, run Mon-Thurs, lunch speakers, raffle for fundraising for other functions. Possible issues: profit sharing, tracks, awards ceremonies combined or separate, registration, Oregon Local Emergency Planning Committee (LEPC) is a partner and provides some financial support. Usually 120 attendees. One day registration OK. They do a ½ day membership meeting. Could do 4 tracks, about 290-300 people including vendors, April or May. Issues discussed and

none appear fatal. Mary will discuss with OEMA board at their December meeting and then will coordinate with Greg.

Ted is going to solicit Oregon APWA email list for ideas on what chapter can do. Objective is to give Stephanie info she can take to national for goal-setting session, and that we can use for chapter goal setting at December meeting. We will offer a scholarship prize to survey participants for a future conference registration based upon a drawing. Prize transferable if recipient chooses to do so. Moved, seconded and approved.

Next Board Meeting

December 12, 9 am at NW Natural offices in Salem. Board members to invite their committee chairs for goal setting beginning at 11 am. Business meeting and budget development from 9-11am.

Agenda Items for next meeting:

Goal setting 2004 2004 budget Std Specs – further conversion of drawings Chapter awards

Meeting adjourned at 2:00 Submitted by Greg Miller, Secretary

Gen'l Mbrshp October 2003

Comments

Chapter Meeting October 24, 2003 Kah-nee-ta, Oregon

Stephanie Reid presiding Meeting called to order by Stephanie Reid at 8 am

Minutes Approval: Moved and seconded, approved unanimously.

Treasurer's Report: Terry Kelsey unable to attend.

Delegate's Report: National congress met expectations considering the economy, down some from past years. All encouraged to check out and use national's web site. Certification under review due to potential liability for national if someone they certify makes a serious mistake.

Committee Reports:

Conference steering: Seaside in spring 2004, Welches in fall 2004. Joint with OEMA in spring 2005 at Seven Feathers. Possible future conference at Salishan but we would have to do it Month to get good rates. We are also looking at joint conference in 2006 with Washington, possibly Montana and Idaho also.

Education: We do a dozen or so trainings a year. Cost is very low compared to alternatives. Gordon Merseith is the new chair.

Diversity committee: Dan Martinez sponsored for two sessions this conference. Continuing to meet regularly.

Futures: Continues to meet a couple times a year to discuss future issues facing APWA and public works.

Intergovernmental relations: plans to update partnership resource manual, working with ODOT to develop a state-wide equipment and services sharing IGA..

Diversity: committee sponsored Herb Fain's visit to our conference.

Leadership and management: Setting up a mentoring program for new members and first-timers at conferences.

Membership: 671 members, down from over 700 a year ago. Chapter will have displays at upcoming AOC and LOC conferences. We are continuing discounts against registration fees for any non-member attending conference who joins APWA.

PW luncheon: monthly at the Alexis restaurant in Portland. Meeting info comes out by email.

Public relations: Thanks to Andy Hoefler and Kim Mast for assistance with newsletter.

Standard specs: Nov 19 there is a training session scheduled on using standard specs. All drawings converted to English and are on web site in .pdf format. HB 2341 which rewrites purchasing rules passed and is effective in 2005. Attorney General will rewrite model rules to comply with provisions of HB 2341.

ULCC/One Call: Committee meets on a regular basis and continues to sponsor TV and radio ads on call before you dig. Speaker's bureau is active. We are also active on national UPROW committee (Ron Polvi is chair). Latest thing is electronic permitting.

Industry relations: Exhibitors covered breaks and reception. Please thank them and encourage other potential exhibitors to participate.

History: Mike Soderquist retiring, need new chair.

Water Resources: started up again this summer. Please complete the survey that is in your registration packet.

Transportation: no report Equipment Services: no report.

Elections: Jim Carnahan, Yvonne McClain, and Rick Olson nominated for two year terms as directors, Sam Johnston for a one year term. Next year's officers nominated are Ted Kyle president, Stephanie Reid immediate past president, Greg Miller president-elect, Hugh Kalani delegate, Lila Bradley secretary, and Kurt Corey treasurer. It was moved to elect the nominated slate unanimously. Motion seconded and approved.

New Business: none.

Next Meeting: Seaside, May 7, 2004

Meeting adjourned at 8:45

October 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Kahneeta Oct 21, 2003

Board Members Present Board Members Absent Bob Deuel Terry Kelsey Stephanie Reid Rick Olson Other Members Present Chris Burquist Ron Polvi Greg Miller Peggy Kepler Ken Stoneman Eric Jones Ted Kyle Mary Meloy Gregg Weston Rob Dixon Lila Bradley Terry Chamberlin Hugh Kalani Paul Klope Kurt Corey Meeting called to order at 7:30 pm

Regular meeting

Approval of Minutes Minutes from September meeting were approved.

Treasurers Report Treasurer's report approval was postponed since Terry was unable to attend.

Delegate's report Hugh reported on meetings he attended at Congress. Congress made money, more people attended than originally thought.

Correspondence Correspondence file was circulated. Peggy Kepler will be on a national CADD task force. Ron and Stephanie will be on a task force to set national goals.

Committee Reports:

This conference: Mary went over status to date and plans. Registration is 102 regular, 10 non-members, 37 vendors. 151 rooms booked for one night, 181 for banquet. Jack Pittis, Peter King, and 3 scholarship students will attend. 16 first-timers. Expect about \$7,000 profit.

Spring at Seaside: contract signed.

Fall at Welches: committee is active.

Membership: Lost 14.

Future conferences: Future list has been proposed. Need to get local commitments on hosting prior to publishing a schedule. Several communities have said they are willing. Proposals are due in for several hotels, including Salishan. If Salishan, would be Mon-Th conference to get government per diem rates on rooms. 2006 will be a possible joint conference with Washington. Another possibility is to add Montana and Idaho and do it at Couer de Lane. If we go to Ashland

or Medford we should consider inviting Northern California. Spring 2005 possible joint conference with emergency management association – to discuss at next board meeting.

National Congress/Snow Conference: Terry Chamberlin volunteered to take the lead with Otak assistance (Gregg Weston).

Education Committee: Gordon Merseth new chair.

Standard Specs: training continues. Current question is whether to use available funds to convert additional drawings from metric to English. Board will discuss proposal for this at November meeting, and with budget in December. Traffic signal design is English but on microstation. Paul will explore interest in this conversion to Autocad.

Old business

All tabled until November meeting.

New Business: Elections: Lila nominated as secretary, Curt as treasurer. Directors nominated are Sam Johnston (1 year), Rick Olsen (2 year), Yvonne McClain (CMTS), and Jim Carnahan (DEA). Approved by board.

Next Board Meeting

November 14 at Washington County, Hillsboro

Agenda Items for next meeting:

Joint conference with OEMA Std Spec Drawing conversion ESI contract

Meeting adjourned at 8:30 Submitted by Greg Miller, Secretary

September 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Kah-Nee-TA, Oregon
Sept 12, 2003

Board Members Present Board Members Absent Stephanie Reid Greg Miller Hugh Kalani Bob Deuel Chris Burquist Kurt Corey Terry Kelsey Rick Olson Ted Kyle Ken Stoneman Lila Bradley Gregg Weston Other people Mary Meloy

Meeting called to order at 10 am.

Regular meeting Minutes approval: Moved to accept. Approved.

Treasurers Report Terry provided the treasurer's report. The Eugene conference was closed out with a deposit of 10,500 to the chapter account. The mid year report was filed at National on time. The cash flow report shows inflows of \$37,500, outflow is \$19,200. Terry provided the conference budget for Fall 2003. Balances: chapter account \$49K, conference account \$12k, education account \$13k with total assets of \$74,800.

Moved to accept the treasurer's report. Approved.

Delegate's report

Hugh has an application for Infraguard. One person can join for APWA. Each agency is encouraged to join as well. Hugh will e-mail us the address to file the application.

Hugh is providing information on advocacy efforts from national.

On congress: There were 6000 registrants and nearly 500 exhibitors. This met their expectations. National put \$200,000 into the budget to fund a reserve account. They are trying to increase the reserve to one third of operating expenses. National is working on a student membership program - Working with community colleges seems to get the most exposure to people that enter public works. National has 50 full time paid staff in the DC and Kansas City offices. National has helped local chapters meet with their members of Congress.

Hugh will have a detailed report at the October board meeting.

Correspondence

There is a questionnaire on the brag site. We need to respond back to national on this site.

Chapter Conferences

Fall 2003 We are ready for a change and the conference. We have planned for 106 regular delegates, 12 part time registrations. We have 55 people registered including 10 exhibitors. We are doing well on room nights that is part of the conference contract.

Reviewed the matrix of presentations and made minor changes. Send speaker forms and matrix to Cynthia at Redmond.

Are we continuing with a delegate's grand prize? Consensus was no.

First time conference prize at the business meeting should be provided.

Session door prizes, do we want to continue? Consensus is, it is OK to not do it.

Awards will be presented at the Thursday banquet.

Ted will coordinate the CEUs with ESI.

The pre-conference workshop is being discussed with each delegate in the registration confirmation.

Spring 2004 Seaside We are on track. Dave Haskell is getting rooms blocked.

Fall 2004 Welches Bruce Hoyt, Gresham, has a committee up and running with all major sub-committees assigned.

Spring 2003 Eugene Final report was presented to the board.

Long- range conference plan: The long-range draft plan was presented, with ideas for locations through 2010. The board will consider these ideas. There is a proposal for a joint Oregon/ Washington/ Rocky Mountain chapter conference. We could also have a joint meeting with Northern California.

Snow Conference Nothing new was presented on the snow conference. The consensus was to approach Washington Chapter on this issue. Our participation on this could help us show that we could do a national congress

Oregon Emergency Management Group Tabled until Greg Miller is back.

Committee Reports

Diversity Committee The diversity committee met and considered having Sue present 15 min on and agenda about their work and the national award. This could be done at the Thursday banquet.

Considered presenting the project awards at Thursday lunch and the individual awards at the Thursday banquet. Do the PACE award at the chapter business meeting. Terry will invite Sue Crane to make the short speech mentioned above.

Membership We are down 60 members but 40 will be reinstated.

Old business

Pavement design guide / short school Ken is working on this.

2003 Chapter goals The strategic plan should be considered for next year, now that National has updated theirs.

We have not scheduled representation at the AOC or LOC conferences.

New Business

Board of director election policy The board nominating committee will be the immediate past president and two other past presidents. They will be charged with selecting a slate of board members and officers with one nominee for each position. A call for people interested in serving

on the board will be made in the summer newsletter. Write-in candidates will be allowed at the election during the fall chapter board meeting.

This process will solve the problems of having to “turn down” volunteers that lost the election. A similar process has been used in the past.

Conference Checking accounts: It was moved and seconded to close the old conference bank account. This will be done by drawing a check for the balance and depositing it in the chapter account. Any signer on the account is authorized to complete this transaction. Approved.

Next Board Meeting Oct 21, 2003 7:00 PM at Kah-Nee-Ta (dinner meeting)

Agenda Items for next meeting Long-range conference plan

Meeting adjourned at 1:10 PM Submitted by Ted Kyle, Acting Secretary

July 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Lincoln City July 11, 2003

Board Members Present Terry Kelsey Stephanie Reid Hugh Kalani Chris Berquist Greg Miller
Other Members Present Ken Stoneman Barb Duda (membership) Ted Kyle Kevin Timmins
(water resources) Gregg Weston Kurt Corey Lila Bradley Board Members Absent Bob Deuel
Rick Olson

Meeting called to order at 10:10 am

Regular meeting Minutes approval: moved for approval as corrected, approved unanimously.

Treasurers Report Report approved as submitted.

Delegate's report Chapter dinner: made minimum, but still room for more. Newsletter for Alberta chapter circulated. Not successful in reaching our FBI contact, re: infra-guard participation by chapter. If we can participate as a chapter, all our member organizations will also be included.

Correspondence Correspondence file was circulated.

Committee Reports Conferences: fall conference program reviewed; plans progressing normally. Spring '04 at Seaside: 60 rooms blocked at the Best Western Oceanside. Fall '04 at Welches is on track.

Long range conference planning (5 years): Rick and Kurt have developed a tentative plan for discussion that they will email. We need to develop some consensus by email for 2005, so Terry Chamberlin can make arrangements.

Spring 2005 conference: Board is amenable to working with OEMA to have an emergency management track and possibly conference co-sponsorship. Will be at spring conference at either Seven Feathers or Florence.

Membership: 4 new members referred who will get a conference registration discount of \$25. We are at 717 total, down 6 from last year this time. ODOT will re-register after July so that should bring numbers up. Lila passed out some new members for board members to contact.

Water Resources (Kevin Timmins) reported on plans for committee. He is currently recruiting members.

Education (Ted Kyle): new public works leadership skills course is gearing up for fall. Rest of program pretty standard.

Leadership/Management: Peggy Keppler is looking for ideas to get committee active – several board members had ideas.

Newsletter: Eric continues to produce excellent newsletters.

Old business

Chapter approved for PACE award!! Stephanie went over need to collect documents and info as the year goes on.

2003 Chapter Goals: Ken reviewed with responsible Board members

National Congress hosting: issues are still hotel space within certain radius, and exhibitor space. If we want to do it, need to get visitor bureau involved in helping to sell it to national.

Job descriptions: Ted has a draft of secretary. Stephanie is doing president elect.

AGC follow-up: they have our training program. OBC is being pursued. We are looking at a joint round table with them at spring 2004 conference.

ESI contract: under review at national.

Oregon Building conference (OBC) follow-up: Kurt distributed the OBC media packet. Board members will circulate info within their organizations and look for projects.

Texas chapter appeal for assistance for international attendees at congress: chapter will not respond.

New Business Mike Soderquist is retiring September 2004, new historian needed.

Ted passed out a draft of a potential scholarship program for attending congress, chapter conferences, or education sessions. We discussed how to determine need, how to solicit applications, how much to offer, what percentage of cost of event to cover. For congress, should be member, perhaps cover registration and travel, could set a definite amount for that year. For our conference, may or may not be member, cost is much less. Greg and Gregg will help Ted with next draft. It needs to include a statement of purpose for each scholarship. It probably should be a reimbursement after conference, or may require reimbursement to chapter if recipient cancels. Target is to present a program at fall conference, for scholarships to spring conference.

It was moved and seconded to endorse Eric Jones' proposal for a presentation to congress Atlanta on public involvement in 2004. Passed unanimously. This was in response to chapter's challenge to submit papers for that congress.

Next Board Meeting

September 12, 2003, 10-2 at Kahneeta

Meeting adjourned at 2 pm

Submitted by Greg Miller, Secretary

May 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Clackamas, Oregon
May 9, 2003

Board Members Present Board Members Absent Bob Deuel Terry Kelsey Stephanie Reid Rick Olson Hugh Kalani Chris Berquist Greg Miller Other Members Present Ken Stoneman Kevin Timmins Ted Kyle Gregg Weston Other people Kurt Corey Judy Arasmith ESI Lila Bradley Bob Strader AGC Jeff Busch AGC

Meeting called to order at 10:10

Regular meeting Minutes approval: Minutes of April 1, 2003 moved, seconded and approved as corrected.

Treasurers Report Report for end of April: moved, seconded and approved.

Delegate's report: Hugh Kalani reported that Jack Pittis was elected as director from our region; the term is three years. Chapter dinner at Congress: need headcount soon, Washington chapter will arrange a joint event.

Correspondence Correspondence file was circulated.

Committee Reports

Water: Gregg introduced Kevin Timmins of OTAK who will take over as committee chair. He just relocated from Kirkland, WA. Possible fall conference water topics discussed.

Membership: Lila reports that Barb Duda has had three referrals of new members.

Awards: Stephanie will query all by email for input to PACE award, which is due to national June 1.

Old business

National accepted award nomination for Pace award. Of our other award submissions, Susan Crane got diversity award, Eric Jones got journalism award, and Clackamas county Eagle Creek bridge repair won an award. Governor Kulongoski has proclaimed next week as public works week in Oregon.

Kurt provided a report on the 2002 fall conference in Eugene. Need to discuss why exhibitors increasingly tend to pack up and leave early and how to keep them around longer.

2003 Fall conference: Chris reports that planning is on track. Ted went over program and moderators were assigned. Ted will fix up the speaker form so it is more user-friendly.

Chapter goals reviewed.

New Business

Ted Kyle introduced Judy Arasmith with Event Solutions (ESI) who supports our education program, provides us with a chapter office, and supports the chapter's business functions. Judy went over the steps and tasks involved in arranging for a training session. Hourly rate since 2000 has been \$42/hour. She is proposing a rate of \$45 an hour. Moved and seconded to just negotiate with ESI rather than seeking proposals. Ted will work with Judy to develop a new contract and bring it to the next meeting for board approval.

Greg introduced Bob Strader (AGC staff) and Jeff Busch (AGC president). Discussion ensued as to where AGC and APWA members' interests coincide and where there may be opportunities for partnering to the benefit of both parties. Ideas: - Publicize each other's training opportunities - Publicize bidding opportunities - Oregon Building Congress: school to work - City engineer's lunch, in fall. - Do table discussions – table of 8 split between contractors and public works – tables report out to whole room. - Combined project management class in late fall or winter.

Topics: - What drives each other nuts? - How to manage utilities in construction site? - What can be done to get better plans and specs?

Ted and Jeff will discuss a “golf and vent” event on Tue PM/Wed AM or on Friday at Kahneeta. Stephanie will get city engineer lunch committee to get with AGC on a fall joint lunch workshop.

Next Board Meeting

June 13 in Roseburg

Agenda Items for next meeting Future conferences (Terry Chamberlin) ESI contract (Ted Kyle)

Meeting adjourned at 2 pm

Submitted by Greg Miller, Secretary

Gen'l Member Mtg Spring 2003

Comments

Chapter Meeting April 4, 2003 Eugene, Oregon

Stephanie Reid presiding Meeting called to order by Stephanie Reid at 8 am

Minutes Approval: Moved and seconded, approved unanimously.

Treasurer's Report: 2002: Income slightly over budget, net worth about \$56,000, expenses about \$10,000 over budget, largely due to great returns on conferences. We gave an extra \$10,000 to the scholarship foundation because of the success of the conferences.

Delegate's Report: Delegates met in Banff on March 31. Hugh Kalani reports national wants to increase membership by 6%. President-elect Kalynchuk will be appointing several Oregon folks to national committees. Several awards for the chapter and members will be given at Congress in August. We have looked at holding a Congress in Portland but exhibit space is not sufficient. National had an audit that turned out well. “Branding” of APWA so we are recognized as the authority on public works is a major goal and a substantial portion of the budget. National has had to cut back on activities that are insured.

Committee Reports:

Conference steering: Fall 2003 in Kahneeta. Seaside in spring 2004, Welches in fall 2004.

Education: PM for roads was in March. Developing leader coming up. Short school April 16-18. Contract management in fall, plus another short school, PW leadership skills, and safety in public works in partnership with AWWA. Current info is on web site and you can register on line. Possible new courses are street design, and asphalt pavement design (with APAO).

Futures: Committee sponsored sustainability session on Wednesday. Will be doing more work in that area.

Intergovernmental relations: plans to update partnership resource manual.

Diversity: committee sponsored Herb Fain's visit to our conference.

Leadership and management: plans to put tutorial on web site on how to

Membership: We now have an incentive program to bring in new members - \$25 off next conference for referral of new members.

PW luncheon: monthly at the Alexis restaurant in Portland. Next meeting will be in May with presentation by city of Portland on covering reservoirs. Meeting info comes out by email.

Public relations: looking for advertisers and articles for newsletters. Old newsletters archived on web site. Members should bookmark the web site – lots of current info on chapter activities. Display board has been created to take our message to various events statewide.

Standard specs: Chapter sponsored conversion of drawings to English specs and autocad. Disk is available for purchase on web site. Old manual is also available for sale but is not being maintained. Paper version of new specs is available from ODOT. Several jurisdictions are converting to new specs. ODOT is using them beginning in 2004 as well as Washington County and City of Portland. Seven training sessions done on the new specs, statewide. Additional sessions will be done on request. Drawings will be maintained, with revised drawings available on a link from APWA web site to the FTP site.

ULCC/One Call: Gary Hyatt is our representative on OUNC, which invested \$80,000 in TV and radio ads on call before you dig. Speaker's bureau is active.

Industry relations: Exhibitors covered breaks and reception. Chapter is forming partnerships for training etc with vendors; pipe users group, training etc.

Transportation: no report Water Resources: no report. Equipment Services: no report.

New Business: none.

Next Meeting: Kahneeta

Meeting adjourned at 8:45

Submitted by Greg Miller, chapter secretary

April 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Eugene, Oregon April 1, 2003

Board Members Present Board Members Absent Bob Deuel Terry Kelsey Stephanie Reid Hugh Kalani Other Members Present Chris Berquist Ron Polvi Greg Miller Peggy Keppler Rick Olson Mark Schoening Ted Kyle Jack Pettis Gregg Weston Barb Duda Kurt Corey Jim Huddleston Lila Bradley Eric Jones Ken Stoneman Terry Chamberlin Other people: none

Meeting called to order at 7:50 pm

Regular meeting Minutes approval: moved, seconded and approved.

Treasurers Report Approval moved, seconded and passed.

Ron Polvi and Ted Kyle audited the education program account managed by ESI. All was in order. ESI has a sophisticated budget management system used to control and track expenses and revenues. A client trust account is used to safeguard client's funds.

Delegate's report Hugh introduced our region 9 director, Jack Pettis. Both attended region 9 delegates' meeting in Banff. Hugh will submit a full written report at next meeting. Insurance was a major topic. Special events and certification programs have threatened the status of insurance through National. Those sorts of events and programs will probably have to be insured by the local chapters. Taxation issues have arisen between Canada and USA that affect APWA.

Strategic plan rewrite will be initiated soon. Challenge issued to all chapters: 3 proposals for education sessions from each for 2004 Congress. Those who do this will get recognition and a patch for their banner.

Ron Polvi will be chair of national UPROW committee in 2003-04.

Correspondence Correspondence file was passed around

Committee Reports

Spring conference committee: 35 vendors, 129 delegates and 13 non-members signed up. Membership committee will follow up with non-members. There is an issue with non-members who work for member agencies – whether to charge them non-member rate for conference. Task force of Barb, Chris, Rick, Eric, and Curt will meet during conference to develop system to address member/non-member issue and recommend a solution. Ron reported on silent auction plans, with bidding closed at time of banquet (7 pm) and announced at awards lunch.

Eric published a committee flyer.

Awards: plaque will be provided to Dave Haskell for long service on board. Magnifying glasses will be given to all first time attendees.

Future conferences: Redmond is doing fall conference at Kahneeta. Contract signed with Welches – Inn at the Mountain, with Gresham as lead.

Leadership-Management: Peggy has an email list for chapter that is available, about 400 people. Board needs to approve use of the list by outside agencies and functions other than APWA activities.

Asphalt Paving Association of Oregon awards lunch attended by Stephanie. Rick introduced Jim Huddleston of APAO. Partnering opportunities discussed, including pavement design guide, education, and a guide for permeable pavements.

Education committee meets at 8:30 Wednesday.

Water resources committee has a new chair, Kevin Timmons of OTAK.

Outreach: Ron got a bid for chapter pins - \$1.25 each. Mathcounts did a news release citing APWA's contribution (\$1,000 each of last two years).

Old business

Strategic plan will be updated after national does its plan.

New Business To resolve telephone bill at ESI, Ted moved, Rick seconded, and it was passed for ESI to pay the telephone bill out of the education account, and reconcile with chapter account at end of year. This will provide assurance that bill will be paid monthly in a timely way.

Peggy Keppler will be on national CAD standardization task force.

Next Board Meeting

May 9th at Clackamas county, Sunnybrook service center.

Agenda Items for next meeting

ESI contract Long-range plan for conferences Report on progress on committee goals

Meeting adjourned at 9:20 pm

Submitted by Greg Miller, Secretary

March 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at Valley River Inn, Eugene Mar 14, 2003

Board Members Present Board Members Absent Bob Deuel Stephanie Reid Terry Kelsey Rick Olson Chris Burquist Greg Miller Other Members Present Ken Stoneman Eric Jones Ted Kyle Mark Schoening Gregg Weston Lila Bradley Other people Hugh Kalani Kurt Corey

Meeting called to order at 10:10 AM

Regular meeting

Approval of Minutes Minutes from February meeting were approved.

Treasurers Report Treasurer's report was approved covering January and February. Revenue for standard spec sales and fall conference is coming in ahead of budget. Annual audited report for 2002 has been submitted to National.

Delegate's report Delegates' meeting is coming up, in BC. Hugh will seek information on how to do a snow conference. Issue for chapter is still financial risk and the need to generate volunteers and local registrations. National is still interested in doing it in Portland in 2007 or later. We could reduce risk by co-hosting it with Washington chapter. Stephanie will discuss snow conference with president of Washington chapter. Hosting a congress is not possible as convention center still is not large enough.

Correspondence Correspondence file was circulated

Committee Reports:

Spring conference: 107 delegates registered to date. Education committee will meet Wednesday morning, rest of committees to meet at Thursday breakfast. Ted will do a flyer to hand out at registration to advertise committees and meetings. Dave Haskell will promote the Golden Knuckle. Board liaisons will contact their committee chairs to insure they are ready for meetings. Jack Pettis, regional director, and Ann Daniels from national will attend. There will be a silent auction, for which items will be available for inspection during conference, and winners will be announced at Friday lunch. Board toured the hotel's facilities.

Membership: Reduced-size model of tabletop display was reviewed. Board approved producing display board and brochures at an estimated cost of \$320. Old PACE award submissions will be used with desktop as part of the display.

Future conferences: Gresham is hosting fall 2004 conference at Welches and contract is signed. We will discuss long-range plan for conference locations at March board meeting. That will include the next joint conference with Washington in 2005(?) and possibly a joint conference with the northern California chapter.

National Awards: submissions all made on time. Moved, seconded and passed to reimburse Greg's and Stephanie's costs (based upon receipts) for getting the award packets sent in.

Old business

Signature cards: For conference account, changing signature cards with each conference committee doesn't work well. One option is for each committee to decide whether they want to use the chapter's conference account or open their own account. Rick moved, Hugh seconded, to close conference account, and require each committee to establish its own account. This will occur after spring conference done. Deposits for conference hotels will have to come from the chapter account and be budgeted for. Treasurer's procedures will be modified. Motion passed.

Signature card for Chapter account: Rick moved, seconded by Ted, for president (Stephanie Reid), president elect (Ted Kyle), and treasurer (Terry Kelsey) to be on signature card. Motion passed unanimously. It was also moved, seconded and passed for treasurer to move the account to a different bank.

Speaker's bureau: suggestion made to put something on the web site.

Water resources committee chair: no takers yet. There are some potential candidates. Gregg has a new man coming in, Kevin Timmons, who is interested.

New Business

Annual paving awards will be at Eugene on March 21st as part of Oregon APA conference. Stephanie will represent APWA at the awards luncheon.

Public Works Week: Stephanie has sent a written request to Governor Kulongoski for a proclamation.

Chapter goals: Ken will go over individual board member's assignments at next meeting. PW Paws books: we have about 500 left. 200 will go to Washington County and 100 to Lincoln City, for public works week.

Retired members – conference fees: Retired members under national's definition are often given a break on registration fees. Moved by Ken, seconded by Gregg, and passed, to charge retired members the conference budget meal cost plus 25% of the difference between that and full registration. This will begin at fall conference. A retired member is one who had continuous membership for at least 10 years and is fully retired from active service for which compensation is received.

Next Board Meeting

April 1 in Eugene at conference

Agenda Items for next meeting:

Speaker's bureau Water resources committee chair Chapter goals Insurance AGC/APWA common interests Long range conference schedule

Meeting adjourned at 2:10 Submitted by Greg Miller, Secretary

February 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at ODOT, Salem
February 14, 2003

Board Members Present Board Members Absent Bob Deuel Rick Olson Stephanie Reid Lila
Bradley Hugh Kalani Ken Stoneman Greg Miller Other Members Present Terry Kelsey Barb
Duda Ted Kyle Kathy Kobo Gregg Weston Ron Polvi Kurt Corey Other people Chris Berquist

Meeting called to order at 10:10 am

Regular meeting

Minutes approved.

Treasurers Report: Presented by Terry Kelsey, treasurer. Report will be reconsidered next month
when some corrections made and software problems resolved. Audit committee met and gave
2002 books a clean bill of health.

Delegate's report: National interested in whether Portland would like to host a snow conference,
April 2006. Also need to decide if we will proceed with a try for Congress. Hugh will continue to
pursue information on these. Hugh will get a report out to Board by end of next week and Board
will vote by email on whether to send a letter of interest, which is due to national by March 1st.

Correspondence: none

Committee Reports

1. Spring conference report made. Ted emailed latest conference schedule and session list to all.
Greg will follow up with Paul Klope and AGC on AGC's possible participation. 2. Future
conferences: Contract for Fall '04 in Welches, Oct 12-15, is ready to sign. 3. Membership:
Barbara Duda, chair, outlined a program for a \$25 discount on a conference registration for
referring a new member (not someone going into a vacant agency membership). This program
was approved at the January 2003 board meeting, and will impact the fall conference in
Kahneeta. They will include an estimated \$500 for the registration discounts in their budget. 4.
Scholarship Foundation: Ron Polvi reported that the foundation would do a silent auction at the
Eugene conference, and is soliciting items. 5. Diversity: meeting 4th Friday every month.
Sponsoring Herb Fain, national committee chair, as speaker at spring conference. Diversity
committee will look at what chapter policy should be on accessibility to education programs and
conferences. 6. Public works luncheon: monthly meetings continue and are now advertised on
web site. 7. Equipment services: new chair is Rick Garner of City of Portland. 8. Water
Resources: Dave Newton cannot continue as chair. Gregg will check on a lead.

Old business

1. Awards: Kendra Smith will be nominated for Nichols award, so we have all the submissions we need to qualify for the Pace award. Eric Jones will be submitted for the exceptional performance award for his journalistic effort on Eugene's street maintenance fees. 2. Reviewed and updated status of chapter goals for 2003. 3. Strategic Plan Update: continue discussion at March meeting. 4. Job descriptions: Ted will bring secretary description to next meeting.

New Business

1. Upcoming meetings: March and April 1st in Eugene, May 9 at Clackamas County, June 13 in Roseburg, July 11 (committee updates) at Lincoln City, September and October at Kahneeta, November 14 at Washington County (Hillsboro), December 12 at Salem (ODOT). 2. Moved, seconded and approved to give Stacia Sheelar a letter of appreciation and a \$50 gift certificate for her work in assisting the treasurer last year and transitioning to new treasurer. 3. Chapter pins: Hugh will check on renewing the tradition of a chapter pin. 4. Ted will attend the national conference call on insurance coverage.

Next Board Meeting: Eugene, Valley River Inn, Mar 14th

Agenda Items for next meeting Signature cards for accounts Chapter pins

Meeting adjourned at 2:10 pm Submitted by Greg Miller, Secretary

January 2003

Comments

Minutes from the Oregon Chapter APWA board meeting Meeting held at OTAK, Lake Oswego January 10, 2003

Board Members Present Board Members Absent Bob Deuel Chris Berquist Stephanie Reid Rick Olson Hugh Kalani Ken Stoneman Greg Miller Other Members Present Terry Kelsey Barb Duda otak Ted Kyle Joe Dills otak Gregg Weston Kurt Corey Other people Lila Bradley

Meeting called to order at 10:10 am

Regular meeting

Minutes approved as corrected.

Treasurers Report: Presented by Greg Miller, outgoing treasurer. Report approved. Audit committee appointed of Dan Boss, Ron Polvi, and Ted Kyle. Revised budget for 2003 as approved at last meeting reviewed and confirmed as correct.

Delegate's report: Need to invite national president and executive director to spring conference. Hugh Kalani will extend the invitation at the upcoming delegates meeting at Banff. Stephanie will coordinate with the conference committee for lodging in Eugene.

Correspondence Bob Deuel circulated the correspondence file. News release has been issued on election of this year's board. Stephanie will update national on new officers and addresses.

Committee Reports

1. Spring conference report made, need topics for any preconference workshops desired. Session schedules, titles, and moderators locked down. Joe Dills discussed the planned session on Oregon's land use planning program presentation. Board meeting will be Tuesday evening. We will have committee tables at Thursday breakfast. Committee chairs will schedule committee meetings with conference committee. 2. Membership: Chair Barb Duda suggested an incentive of a \$25 break on fall conference registration for anyone referring a new member (has to be new, not just filling a vacancy on a group membership, max one per member). So moved by Hugh, seconded by Ted, passed. Chapter made national brag site for increased membership.

Old business 1. Awards: Chair Bob Deuel said Stephanie will continue with Pace award. Dan Boss is our Top Ten candidate. OTAK will prepare project of the year for Portland Streetcar. Gordon Merseth will be nominated for diversity practices award and possibly Swearingen award, and Ted Kyle for community involvement. Greg Miller will approach Kendra Smith as possible candidate for Nichols award. Kurt Corey will investigate possibility of Eric Jones for excellence in journalism. Terry Kelsey will check with Kurt at PDOT for Young Leader.

New Business 1. Upcoming meetings: February in Salem at ODOT lab, March and April in Eugene, June 13 in Roseburg, May 9 at Clackamas County, July 11 (committee updates) at Lincoln City, September and October at Kahneeta, November 14 at Washington County (Hillsboro), December 12 at Salem (ODOT). 2. Newsletter committee is no more, newsletter editor will be part of Publicity committee. 3. Board liaisons to committees reset: Gregg Weston will do Conference Steering, Futures - Greg Miller, Historical - Lila Bradley, Leadership/Management - Kurt Corey, Scholarships - Gregg Weston, Transportation - Ken Stoneman, ULCC - Chris Berquist, Water Resources - Hugh Kalani. New committee to look into hosting a national congress will be co-chaired by Ron Polvi and Hugh Kalani. 4. Chapter will nominate Greg Miller for national Leadership Management and Government Affairs committees. 5. Ted Kyle will write a job description for secretary. 6. Email policy: Lila Bradley will draft a procedure, which when adopted should go on the web site. Board discretion should be applicable before other organizations are able to use our email address list. We may not want to provide our list to others but could distribute their material once the Board approves it. 7. It was moved, seconded and approved to use our email list to notify members of the PDC seminar "Freshwater for the City" on January 24. 8. Next month we will discuss advocacy of public works with school children and role of Futures committee in that effort. 9. ODOT T2 center discussed. Ted passed out a profile of the T2 center including benefits of the APWA/T2 center partnership. The \$3,000 in APWA support that is suggested would come from the education committee's account. Moved, seconded and passed to provide \$3,000 from education account for T2 center.

Next Board Meeting

February in Salem at ODOT lab. Agenda Items for next meeting

Awards Advocacy of Public Works with school children

Meeting adjourned at 2:10 pm Submitted by Greg Miller, Secretary

December 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

December 7, 2001 Sunnybrook Service Center 9101 SE Sunnybrook Blvd. Clackamas, OR

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Bob Deuel, President Elect Steve Baker, Treasurer Ted Kyle, Director and Education Committee Chair Greg Miller, Director Ken Stoneman, Director Kurt Corey, 2002 Director Lila Bradley, 2002 Director Rick Olson, 2002 Director and Industry Relations Committee Chair Hugh Kalani, National Delegate Eric Jones, Newsletter Committee and Website Committee Chair Joan Saroka, Public Relations Committee Chair Paul Klope, Standard Specifications Committee Chair Barbara Duda, Membership Committee Chair

President Ron Polvi called the meeting to order at 9:00 a.m.

YEAR 2001 CHAPTER ACCOMPLISHMENTS Ron gave an annual report summarizing the Chapter's accomplishments in 2001. Many items were accomplished this year in the fields of awards, web site expansion, standard specifications, education, national committee involvement, and legislative involvement. See attached report.

COMMITTEE REPORTS

Awards Four National awards were submitted this year, two for Project of the Year, Top Ten Public Works Leader, Harry Swearingen, and the PACE.

Conference Steering The 2001 Fall Conference report was submitted and is attached. \$8,999.14 was the net profit. The 2002 Spring Conference planning is underway. We received a request from National to vie for hosting the 2009 Congress. After much discussion, Hugh will ask the local visitor's council to determine if Portland can meet the Congress requirements.

Education Ted Kyle reported the 2001 Education Program was a success. See attached for the attendance and profit/loss summary and schedule.

Next year we aren't going to offer Project Management, instead we are going to re-tool and offer an updated class in 2003. The Education Committee goal is to add one or two new classes per year – Standard Specifications and the Pipe User's Group are two possibilities. An NPDES Phase II topic was suggested. If anyone has ideas for subject matter, contact Ted Kyle and ESI will implement.

Emergency Management The committee's primary goal is to find speakers for the conferences. Members of the Emergency Management committee have been very active this year finding speakers and participating in both conferences.

Diversity Terry Kelsey is the new chair and could not attend this meeting.

Futures The Futures committee will find speakers for the 2002 conferences.

Historical This committee will continue to collect achievable information.

Leadership Peggy Keppler has agreed to chair this committee. The goals are: 1. Continue giving member updates including how and if bills are likely to move ahead 2. Work with League of Cities and Association of Counties 3. Provide information to the most members effectively by improving the email address list, supporting the National website system that offers a way to influence legislation at the federal level

Membership Barbara Duda reported that the committee's priority goal is to have a printed directory available at the Spring 2002 Conference. Secondary goals are recruiting new members, recognize new members at conferences, reconcile the 3 data bases, and have the board call all new members.

Public Works Luncheon The committee sponsored speaker lunches in the Portland area every other month and the goal is to continue Portland area lunches and work with APWA members in other parts of the state to hold more lunches outside the Portland area.

Newsletter Eric Jones submitted a written report describing ideas on how the newsletter can be better utilized by the committees and more useful to the membership. See the attached report.

Public Relations Joan Saroka will be the new Public Relations Committee Chair. Eric Jones submitted a written report summarizing accomplishments this year and some ideas for future activities. See the attached report.

Scholarship We awarded three scholarships in 2001. The foundation raised \$13,000 this year.

Standard Specifications Paul Klope reported that ODOT and APWA agreed to move ahead with dual unit specifications. ODOT is converting the specifications and CH2M HILL is converting the drawings. The goal for this year is to market and train specification users and complete the user's guide. See attached conversion schedule.

Transportation The transportation committee chair was not present, goals are to continue working with ITE and finding speakers for the conferences.

One Call Committee The One Call committee continues to work on publicity and education. See attached written report submitted by Gary Hyatt

Water Resources The water resources committee chair was not present, goals are to continue with last year's goals and to increase the committee's visibility and information exchange by using the website as a platform.

Industry Relations Rick Olson reported the industry relations committee currently has over 200 exhibitors in the data base. The goal for this year is to partner exhibitors with APWA committees to build relationships and increase the value of APWA to exhibitors.

Following the goal setting session, Bob Deuel and Ron Polvi presented a Chapter workplan to achieve the goals developed in the morning.

OREGON CHAPTER APWA 2002 GOALS Preliminary

1. AWARDS Ron Polvi

- Apply for the Pace and 3 additional National APWA awards - Chapter Awards
- o Create additional Chapter member awards
- o Present non-member awards as a public relations gesture

2. Membership Barbara Duda, Lila Bradley

- Expand private sector membership (target gain of 50 new memberships) - Publish a membership directory
- Establish and reconcile a single, accurate membership data base

3. Member Services Ken Stoneman, Ted Kyle, Paul Klope

- Implement an English version of the Standard Specifications and drawings.
- Education – provide training courses for 1000 students
- o Create an introduction to the Standard Specifications training course
- Promote APWA membership benefits.
- Develop of new links
- o Future conference topics
- o Abstracts
- o Speakers bureau

4. Outreach/Public Relations Kurt Corey, Eric Jones, Joan Bradley, Rick Olson

- Establish an e-mail database.
- Promote relationships with other organizations, such as ADC, LOC
- Increase ad revenues from the newsletter and membership directory
- Encourage more involvement from the private sector
- Enhance diversity arenas

5. Conferences Terry Chamberlin, Rick Olson

- Establish a 4-year conference location schedule
- Establish a work program for two conferences out
- Advertise a formal request for conference papers/abstracts
- Investigate hosting a National Congress in Oregon
- Update the Conference Steering Handbook
- Establish a committee meeting time block in the conference schedule

TREASURER'S REPORT

Steve Baker submitted the November 2001 Net Worth, Cash Flow and Budget Report; the Board approved the Treasurer's Report as presented. Steve also submitted a preliminary budget. The budget was modified to reflect the Chapter's \$25,000 contract with CH2M HILL for the ODOT/APWA Drawing Conversion. Steve will modify the budget and submit to National on Dec. 15th to meet the deadline, but the board will approve the final budget in January. The reports and revised budget are attached.

DELEGATE'S REPORT

Hugh Kalani circulated information from Congress and newsletters from the Alberta and Rocky Mountain Chapters.

CORRESPONDENCE

Bob reviewed the correspondence received during the month and circulated the file folder for everyone to review.

COMMITTEE REPORTS

Fall 2001 Conference – Seven Feathers Chris Berquist and Nikki Johnson submitted a final conference report. The conference profited about \$9000.

Spring 2002 Conference – Skamania Lodge Joint Conference with Washington The joint conference committee is progressing. The conference dates are March 26, 27, 28 and 29, 2002. Golf and workshops will be Tuesday, technical sessions will be Wed. through Friday. Stephanie asked board members to help find speakers for the conference.

Fall 2002 Conference – Pendleton Jerry Odman has agreed to chair the Fall 2002 conference. Jerry is retiring at the end of the year, it was suggested that the board acknowledge his retirement and contribution to the Oregon Chapter at the conference. Dates are October 9th , 10th , and 11th.

Spring 2003 Conference – Eugene The conference is scheduled to be held in Eugene at Valley River Inn, hosted by the City of Eugene.

GOOD OF THE ORDER

The meeting was adjourned at 2:30 pm. The next meeting will be held 10:00 am, January 11, 2001 at ODOT Materials Lab.

Respectfully submitted,

Stephanie Reid

November 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

November 9, 2001 Public Works Dept. 1245 NE 3rd Street Corvallis, OR

Presiding: Bob Deuel, President Recording: Stephanie Reid, Secretary Present: Bob Deuel, President Elect Steve Baker, Treasurer Ted Kyle, Director Greg Miller, Director Terry Kelsey, Director Jon Katin, Director Ken Stoneman, Director Kurt Corey – 2002 Director Hugh Kalani, National Delegate Gordon Merseth, Foundation President

President Elect Bob Deuel called the meeting to order at 10:00 a.m. The October 3, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker submitted the October 2001 Net Worth, Cash Flow and Budget Report; the Board approved the Treasurer's Report as presented. The Fall conference preliminary report shows approximately \$9,000 profit, we should have the final report within 2 months.

DELEGATE'S REPORT

Hugh Kalani circulated information from Congress and newsletters from the Alberta and Rocky Mountain Chapters.

CORRESPONDENCE

Bob reviewed the correspondence received during the month and circulated the file folder for everyone to review. Correspondence included membership status from National, email from Katie Bretsch about the Gizmo, Earthwater, financial report amnesty from National, and Damage Prevention Convention.

COMMITTEE REPORTS

Fall 2001 Conference – Seven Feathers Chris Berquist and Nikki Johnson submitted a preliminary conference report. The conference profited about \$9000.

Spring 2002 Conference – Skamania Lodge Joint Conference with Washington The joint conference committee is progressing. The next committee meeting is scheduled for December 6, 2001 at the City of Portland. The conference dates are March 26, 27, 28 and 29, 2002. Golf and workshops will be Tuesday, technical sessions will be Wed. through Friday.

Fall 2002 Conference – Pendleton Jerry Odman has agreed to chair the Fall 2002 conference. Jerry is retiring at the end of the year, it was suggested that the board acknowledge his retirement

and contribution to the Oregon Chapter at the conference. Dates are October 9th , 10th , and 11th.

Spring 2003 Conference – Eugene The conference is scheduled to be held in Eugene at Valley River Inn, hosted by the City of Eugene. The board discussed the fact this week is spring break for many schools, Terry Chamberlin will check into options.

Pipe Users Group Mark Hutchinson and Steve Lambert attended the board meeting. Mark gave some background on the Pipe Users Group, a technically focused group that meets regularly. Currently the group has 40 members and would benefit from more participating municipalities. The Pipe Users Group proposed that becoming a committee with APWA could benefit both organizations.

The board discussed ways the Pipe Users Group could enhance the education committee sessions. Some concern was raised by the Board regarding the Pipe Users Group focusing on public agency members rather than vendors. The vendors tend to dominate Pipe Users Group meetings and so the group doesn't invite vendors to regular meetings. Mark said the Group would allow a vendor to participate, but not present information on their products. Bob asked about having state-wide meetings and Mark said other venues would be welcome.

A motion to create a Pipe Users Committee in the Oregon Chapter was moved, seconded, and passed unanimously.

Diversity National has been informed that Terry Kelsey will take Steve Baker's place in the National Diversity Committee.

Education Fall season is coming to a close with safety classes remaining this year. To date, a total of 938 people have attended the program this year. Ted emphasized a design class taught by the Pipe Users Committee will be an asset.

Membership Jon Katin, Eric Jones, and Barbara Duda met to determine assignments for board members to clean up the data base. The goal is still to publish a membership directory by the Spring 2002 conference. Board members were given groups of names to contact and confirm the accuracy of the National database – DUE NOVEMBER 23RD.

OLD BUSINESS

Directory See membership committee report..

Treasury Duties Ted will research the bylaws and check with National about contracts/laws governing compensation and duties.

Standard Specifications ODOT will begin printing the metric joint specs scheduled to be completed in January. Paul Klope and Ron Polvi met with ODOT. ODOT will continue to maintain metric and will maintain dual units, but the cost of and who pays for conversion is still

being discussed. More will be known after the next OFOT/APWA meeting scheduled for November 16th.

NEW BUSINESS

Foundation Report Gordon Merseth gave a foundation report. Between the conference fundraising and the “non-gala” event \$7,800 was raised for the Les Lyle fund, \$10,000 is needed to establish a scholarship. Gordon formally requested \$2,500 from the board.

It was moved, seconded and passed to give \$2,500 to the foundation for the Les Lyle fund.

It will take 6 to 8 months to establish the fund, Gordon will work with Kurt and some people from the City of Eugene to help with this effort.

Gordon also requested the \$6000 usually given to the foundation annually.

Retirement Committee Bob Deuel would like to create a retirement committee, further discussion at December’s goal setting meeting.

GOOD OF THE ORDER

The meeting was adjourned at 1:50 pm. The next meeting will be held 9:00 am, December 7, 2001 at Clackamas County.

Respectfully submitted,

Stephanie Reid

October 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

October 3, 2001 Seven Feathers Convention Center Canyonville, Oregon

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Bob Deuel, President Elect Steve Baker, Treasurer Ted Kyle, Director Greg Miller, Director Terry Kelsey, Director Jon Katin, Director Ken Stoneman, Director Dave Haskell, Director Hugh Kalani, National Delegate Eric Jones, Newsletter Chair Terry Chamberlin, Conference Committee Chris Berquist, City of Roseburg Nikki Johnson, City of Roseburg Greg Weston, OTAK Barbara Duda, OTAK Gordon Merseth, Foundation Jeanne Nyquist Mary Meloy

President Ron Polvi called the meeting to order at 4:05 p.m. The August 10, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker submitted the September 2001 Net Worth, Cash Flow and Budget Report; the Board approved the Treasurer's Report as presented. The Education Committee transferred \$5,000 to the Chapter Fund on 8/31/01. The Foundation requested that the money go to the Les Lyle Scholarship fund, \$10,000 is needed to establish the fund. The request was deferred to the next board meeting to evaluate Chapter priorities and funding needs. Information needed to decide on where to allocate the \$5,000 includes: „h Updated Treasurer's Report „h Status of the Standard Specification English conversion „h Foundation Update on the „non-gala“ event

The president Elect, president, and National Delegate reimbursement from national for attending Congress needs to be submitted before next month.

DELEGATE'S REPORT

Hugh Kalani attended the Delegate's meeting at Congress. The financial report delegate's report is attached.

CORRESPONDENCE

Ron reviewed the correspondence received during the month and circulated the file folder for everyone to review. Correspondence included membership status from National, information from the Historical Society, Department of Justice on terrorism, and information about the program Math Counts.

COMMITTEE REPORTS

Fall 2001 Conference ;V Seven Feathers Chris Berquist and Nikki Johnson reported to the board we have 95 delegates and 36 exhibitors registered. Everything is going well. The slated keynote speaker cancelled and will be replaced by the City of Roseburg Chief of Police. Ted will track money for the Gizmo.

Michelle Cahill will narrate a memorial slide presentation for Les Lyle at the Thursday banquet.

Spring 2002 Conference ;V Skamania Lodge Joint Conference with Washington The joint conference committee is moving ahead. The next committee meeting is scheduled for November 1, 2001 at Clark County. The conference dates are March 26, 27, 28 and 29, 2002. Golf and workshops will be Tuesday, technical sessions will be Wed. through Friday.

Fall 2002 Conference ;V Pendleton Jerry Odman has agreed to chair the Fall 2002 conference. Jerry is retiring at the end of the year, it was suggested that the board acknowledge his retirement and contribution to the Oregon Chapter at the conference.

Spring 2003 Conference ;V Eugene The conference is scheduled to be held in Eugene at Valley River Inn, hosted by the City of Eugene.

Education Ted Kyle gave a summary of classes held the past 3 years. There are still openings in the upcoming Public Works Leadership. The construction inspection committee needs assistance to update the curriculum.

Diversity Steve Baker gave a copy of the Diversity Resource Guide, he attended the National Diversity committee meeting at congress and currently represents Oregon. We will need to replace Steve Baker since he is retiring.

Membership Barbara Duda, Gregg Weston, and Diane Warner reported that there are discrepancies between National's membership list and the mailing lists for the Oregon Chapter. The larger agency lists, specifically, aren't updated when national memberships are renewed. Dave Vargas is the keeper of the Oregon database and gets lists from National monthly. There is some ambiguity about what to do with these updates. Gregg offered to help decipher the updates from National. The goal is to clean up the Oregon database and publish a membership director at the Spring 2002 conference. To update the membership lists we need an agency contact from each agency. A subcommittee meeting will be setup by Jon Katin. Leadership and Management Greg Miller will moderate a legislative summary, one of the Friday technical sessions. Richard Ridings is interested in advocacy especially at the federal level. The Leadership and Management Committee will discuss at the Thursday breakfast meeting. The written monthly report is attached.

Newsletter Eric Jones reported he is working on reconciling the newsletter advertising revenue and assessing the investment.

Communications Committee We need a new chair for this committee to manage the website functions. Ron will help.

OLD BUSINESS

Directory See membership committee report..

Treasury Duties Ted Kyle reported that many other chapters have paid staff for the Treasurer position, Bob Deuel will be available next year and is interested in taking on the role. The board voted to compensate Bob conference registrations.

Public Relations Our new public relations chair is Joan Saroka, BES, City of Portland. The website committee listing should be updated. Joan should develop a set of goals and objectives for the committee. She will attend the December goal setting session.

Standard Specifications ODOT denied the board's request requesting funding support from ODOT to convert the specs to English units. Ton and Ken will meet with ODOT next week to resolve the issues.

NEW BUSINESS

No new business

GOOD OF THE ORDER

The meeting was adjourned at 5:45 pm. The next meeting will be held 10:00 am, November 9, 2001, in Corvallis Or.

Respectfully submitted,

Stephanie Reid

August 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

August 10, 2001 Seven Feathers Convention Center Canyonville, Oregon

Presiding: Ron Polvi, President Recording: Ron Polvi, Present: Bob Deuel, President Elect Hugh Kalani, National Delegate Steve Baker, Treasurer Ted Kyle, Director Greg Miller, Director Chris Berquist, City of Roseburg Nikki Johnson, City of Roseburg

President Ron Polvi called the meeting to order at 10:10 a.m. The July 13, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker submitted the July 2001 Net Worth, Cash Flow and Budget Report; the Board approved the Treasure's Report as presented. The board approved a request from Dan Boss for an employee scholarship award for \$250. Steve will send a check to the Scholastic Foundation.

DELEGATE'S REPORT

Hugh Kalani gave the delegate's report. He circulated a copy of the Colorado newsletter. Hugh did not receive any feedback from anyone regarding the activities completed during Public Works Week. He needs this information by August 16, 2001 to complete his report to National. Please include any outreach work completed by chapter members.

CORRESPONDENCE

Ron reviewed the correspondence received during the month and circulated the file folder for everyone to review.

COMMITTEE REPORTS

Fall 2001 Conference – Seven Feathers Chris Berquist and Nikki Johnson reported to the board on the status of the upcoming conference. Conference fees will be \$240 for full registration and

Golf is \$50.00. Sue Schafer, Tribal Chair of the Cow Creek Tribe is scheduled to be the Keynote speaker on Thursday.

Nikki said the committee was still working on a technical tour. September 17, 2001 is the cut off on the room rate for the reserved block of rooms. We are planning a short memorial at the Banquet for Les Lyle. The entertainment at the Banquet is the Honky Tonk Cow Girls. The mailings are due to go out next week.

Bob Deuel reviewed the technical program. Everything looks good. He still needs a number of abstracts from some speakers. The UCC Engineering students will be room monitors at the sessions. It was noted the ODOT has a conference in Bend scheduled at this same time. Also the Concrete Institute may be having their conference that week.

Spring 2002 Conference – Skamania Lodge Joint Conference with Washington The joint conference committee is moving ahead fine. The next meeting is August 16, 2001 at Clark County offices. The next committee meeting is scheduled for August 16th. Terry Chamberlin will be Oregon's Conference Chair.

Fall 2002 Conference – Pendleton Jerry Odman has agreed to chair the Fall 2002 conference.

Spring 2003 Conference – Seaside Ron will check with Dave Haskell.

Bob Deuel noted the \$650 came in from the Ashland Spring Conference from the late registrations.

Membership No report. Ron noted the current chapter membership totals 699 as of 6/30/01. We have a total of 29 new members this year.

Education Ted Kyle gave an update report from ESI on the education seminars this year. We have experience a net \$500 loss to date, however we should be in a positive cash flow by year-end. We have had over 550 participants so far this year. We plan to hold eleven classes this year.

Leadership and Management Greg Miller gave a brief report on activities.

Standard Specifications Ron Polvi did send a letter to Bruce Warner, Director, ODOT requesting funding support for the English conversion of the Standard Specifications and Drawings.

OLD BUSINESS

Directory No Report. We are reviewing the discrepancies between national's mailing list and our chapter lists.

Treasury Duties Ted Kyle will meet with the subcommittee soon to provide a recommendation.

Education Fund Carry Over Ted Kyle indicated that the education fund has a balance of approximately \$16,000. A motion was approved to move \$5000 to the money market account.

Public Relations Our new public relations chair is Joan Seroka, BES, City of Portland. The website committee listing should be updated. Joan should develop a set of goals and objectives for the committee.

NEW BUSINESS

The board agreed to support the Les Lyle Scholarship fund development. Ron will check with Eric Jones to see if Les' family needs are being met.

It was noted that we need more representation from Eastern Oregon on the Board nominations.

GOOD OF THE ORDER

The next meeting will be held 4:00 PM, October 3, 2001 in the Huckleberry room, at Seven Feathers, Canyonville, Or.

The meeting was adjourned at 11:25 AM. Lunch and a tour of the facilities concluded the board activity for the day.

Respectfully submitted,

Ron Polvi, PE

July 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

July 13, 2001 Warrenton Municipal Center 225 South Main Ave. Warrenton, OR

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Hugh Kalani, National Delegate Ted Kyle, Director Greg Miller, Director Terry Kelsey, Director Jon Katin, Director Dave Haskell, Director

The board received the heartbreaking news of Les Lyle's passing yesterday evening. We talked about how to help with the biggest needs for Les's family. We will think about a memorial of some kind to establish at the fall conference. Ron will call National and provide them with his obituary.

The meeting was called to order at 10:30 a.m. by President Ron Polvi. The June 8th, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker submitted the May 2001 Net Worth, Cash Flow and Budget Report, the Board approved the Budget Report as presented. The board discussed the possibility of hiring a bookkeeper. The board members will explore possibilities this month and report back in August.

DELEGATE'S REPORT

Hugh Kalani gave the delegate's report. The chapter dinner will be at the Hard Rock Café in Philadelphia, Hugh has reserved 3 tables at the banquet.

Dwayne Kalynchuk did not get the National President-elect position.

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: v National's Membership Committee is in the early stages of developing a "Chapter idea Toolbox" of best practices and successful membership programs currently being implemented at the chapter level. v Mike Ramsdell was awarded Life Membership.

COMMITTEE REPORTS

Fall 2001 Conference – Umpqua Valley Nikki Johnson reported to the board via speaker phone. The committee is ready to mail out postcards, selected menus, arranged for speakers and students from the community college to be room monitors. Nikki said the committee was still working on entertainment. Rick Olsen will meet with Nikki at Seven Feathers this month. The conference dates are October 3rd, 4th, and 5th .

Spring 2002 Conference – Skamania Lodge Joint Conference with Washington The joint conference committee met on June 12th at Clark County offices. The next committee meeting is scheduled for August 16th . Terry Chamberlin will be Oregon's Conference Chair.

Fall 2002 Conference – Eugene The Board's preference is Pendleton, we're waiting to hear from Jerry Odman.

Membership Jon reported Barbara and Diane are working on the directory. Barbara has encountered data inconsistencies between our records and national's. We probably won't have the directory completed by the conference, mainly due to the time and effort it will take to "scrub" our database.

Education There may be an issue with T2 regarding raising class registration by \$25 for the Foundation. Ted is working on identifying the specifics.

Leadership and Management Greg Miller submitted a written report, see attached. The committee has increased to eight members to better cover the 2001 Oregon legislative session.

Standard Specifications ODOT is re-evaluating the cost of converting from metric to english. Ron Polvi will send a letter to ODOT from the board. The conversion drawings are completed from CH2M, estimated cost to convert the remaining drawings is \$10 to 12K.

Equipment Services There is an alternative fuel proponent interested in speaking to the equipment services committee members and presenting at a conference.

Solid Waste Kent Mathiot from HWA Geoservices is interested in serving on the Solid Waste Committee. This committee is currently without a chair. Kent attended the July board and will work on forming a committee. Dave Haskell will be the board liaison. Stephanie will send Kent a copy of this year's strategic plan and committee goals.

New Committee There has been interest expressed about adding a Pipe User Group Committee. Since this group has already been formed, they are interested in having a "home". Ted will check on the requirements for forming a new committee.

OLD BUSINESS

PACE Awards We won the PACE award!

Public Works Week Hugh needs information about public works week activities done by our agencies for the National delegate's report.

DEQ Stakeholder Committee Ela Whalen requested someone from APWA participate in a DEQ stakeholder committee regarding TMDLs and MS4 permits. Ted will follow-up.

NEW BUSINESS

Jon received a request from the City of Charlotte, requesting our chapter mailing list. Jon suggested we include their advertisement in our newsletter, website or conference flyer.

GOOD OF THE ORDER

The next meeting will be held 10:00 am, August 10, 2001 in Canyonville at Seven Feathers.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Stephanie Reid Secretary

June 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

June 8, 2001 Library Conference Room Beaverton, Oregon

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Bob Deuel, President-Elect Hugh Kalani, National Delegate Ken Stoneman, Director Ted Kyle, Director Greg Miller, Director Terry Kelsey, Director Jon Katin, Director Dave Haskell, Director Diane Warner, Membership Committee Co-chair Barbara Duda, Membership Committee Co-chair

The meeting was called to order at 10:10 a.m. by President Ron Polvi. The May 11, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker presented the May 2001 Net Worth, Cash Flow and Budget Report, the Board approved the Budget Report as presented. National is withholding the 2000 fourth quarter rebate upon the completion of an audit checklist and signed certificate. The audit committee met prior to the board meeting at 8:00 a.m. and performed the required evaluation and audit tasks. Dan Boss is chair of the audit committee and will sign the audit checklist to submit to National.

The board discussed the possibility of hiring a bookkeeper. The board members will explore possibilities this month and report back in July.

DELEGATE'S REPORT

1. Hugh Kalani gave Dwayne Kalynchuk some names of people who may want to serve on a national committee. Currently Oregon has four national committee members: Greg Miller ;V Government Affairs Mary Meloy ;V Transportation Steve Baker ;V Diversity Ron Polvi ;V Right of Way

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: fP The newsletter Bridges for May/June 2000 was received. fP The Washington Report for April 2001 was received. fP Information from the Public Works Historical Society was received including the Spring 2001 newsletter and a pamphlet about the endowment fund. fP Email from National offering chapters the opportunity to promote a seminar ;\$Mastering the Challenges of Public Works Fleet Management. ;" The board agreed that our chapter should participate. fP National sent a copy of an ad promoting National Public Works Week. The ad was featured in Roll Call, a newspaper circulated in the nation ;s capital. fP Information was received from the National Association of Fleet Administrators, including membership offers and member benefits.

COMMITTEE REPORTS

Spring 2001 Conference - Sunriver Mary Meloy submitted the conference report, there were a total of 275 attending delegates and we made \$6,800 profit.

Fall 2001 Conference ;V Umpqua Valley Nikki Johnson reported to the board via speaker phone. The committee is ready to mail out postcards, selected menus, arranged for speakers and students from the community college to be room monitors. Nikki said the committee was still working on entertainment. Rick Olsen will meet with Nikki at Seven Feathers this month. The conference dates are October 3rd, 4th, and 5th .

Spring 2002 Conference ;V Skamania Lodge Joint Conference with Washington The joint conference committee met on May 30th at Clark County offices. The next committee meeting is scheduled for June 12th.

Fall 2002 Conference ;V Eugene Seaside is booked for Fall 2002, so we will go to Eugene. Dave Haskell has tentatively reserved the Seaside Conference Center for Spring 2003 May 7 ;V 9 and Fall 2003 Oct 8-10.

Membership Diane Warner and Barbara Duda reported on the status of the membership directory. There will be a \$300 - \$500 set up cost and \$2 cost per printed copy. A sub-committee was appointed to assist with making phone calls to clean up the database and provide updated information about awards, past presidents etc. Those on the sub-committee include Jon Katin, Stephanie Reid, and Mike Soderquist.

Newsletter Eric Jones submitted a written committee report, see attached. The report covers committee goals and online database status. Eric has asked the board to pursue new committee members for Public Relations. The board will put the word out in June and report back at the July board meeting.

Education Ted Kyle reported the education committee added a second Developing Leaders course this year, and added High Impact Communication. The committee is exploring new ideas for short schools.

There may be an issue with T2 regarding raising class registration by \$25 for the Foundation. Ted will work on identifying the specifics.

Futures Team Oregon was awarded a \$450,000 grant to develop a handbook on sustainability. Ned Dempsey will look into presenting their work at the Spring 2002 joint conference.

Inter-governmental Relations A written report was submitted, see attached.

Leadership and Management Greg Miller submitted a written report, see attached. The committee has increased to eight members to better cover the 2001 Oregon legislative session.

Standard Specifications ODOT is re-evaluating the cost of converting from metric to english. Ron Polvi will draft a letter to ODOT from the board.

Transportation No report.

ULCC The ULCC committee is active with public outreach events including placing "call before you dig" information in Safeway stores, equipment rental stores, and Train the Trainer courses. GPS units are also available for rent to coordinate locates.

Water Resources The committee is working on information for the website and recruiting new members.

Equipment Services There is an alternative fuel proponent interested in speaking to the equipment services committee members and presenting at a conference.

Solid Waste Kent Mathiot from HWA Geoservices is interested in serving on the Solid Waste Committee. This committee is currently without a chair. Kent is planning on attending the July board meeting in Warrenton.

New Committee There has been interest expressed about adding a Pipe User Group Committee. Since this group has already been formed, they are interested in having a "home". Ted will check on the requirements for forming a new committee.

OLD BUSINESS

PACE Awards We submitted the PACE award application. DEA helped with formatting, graphics, and copying. Stephanie will have a plaque made for DEA thanking them for their contribution.

Public Works Week Washington County and Corvallis had very successful public works week events. The Intergovernmental Relations Committee displayed their co-operative equipment.

NEW BUSINESS

Ela Whalen requested someone from APWA participate in a DEQ stakeholder committee regarding TMDLs and MS4 permits. Greg Miller, Jon Katin are interested.

GOOD OF THE ORDER

The next meeting will be in Warrenton, July 13, 2001 at the Warrenton Municipal Center on 225 S main Ave.

The meeting was adjourned at 1:23 p.m.

Respectfully submitted,

Stephanie Reid Secretary

May 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

May 11, 2001 Conference Call Sunriver, Oregon

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Bob Deuel, President-Elect Les Lyle, Past President Hugh Kalani, National Delegate Ken Stoneman, Director Ted Kyle, Director Greg Miller, Director

The meeting was called to order at 10:08 a.m. by President Ron Polvi. The April minutes showed the wrong date for the May 11th conference call. The April 4, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker presented the April 2001 Net Worth, Cash Flow and Budget Report, the Board approved the Budget Report as presented. National is withholding the 2000 fourth quarter rebate upon the completion of an audit checklist and certificate. An audit committee was established to perform required examinations. Steve will arrange a committee meeting.

DELEGATE'S REPORT

1. Washington state requested a copy of our conference guidebook. 2. Dwayne Kalynchuk has been nominated for president elect, potentially leaving the Region IV director position open. We will nominate Dan Boss if Dwayne is approved for nomination and is elected for national president-elect. Dan is willing to be nominated. 3. Ron invited Richard Ridings via Rhonda Wilhite to our spring 2002 joint conference.

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: fP Call for National task force committee members. Les is interested in participating and will submit an interest request form. fP The Washington Report fP Press release on the GASB (Government Accounting Standards Board)-24 Statement 34 requirements and reporting software product information. fP Notice from National, Bill Gaffi and Dave Vargas were not selected for the Top Ten Public Works Leaders or Harry Swearingen Award respectively. fP Urban Watershed Institute announcement for their Stormwater Matters II conference May 22nd and 23rd, 2001 in Portland. fP Safe Highways Committee and the Oregon Association for Safe Highways want to learn more about APWA and is interested in a partnership ;V directed to the transportation committee. fP Letters Ron signed for CEUs and thank you letters for speakers for the Spring 2001 conference in Sunriver. fP The Oregon Chapter mailed a letter to National requesting metric conversion funding. fP Public Works Week promotional material from National was received. fP March Chapter Membership Reports were received from National.

COMMITTEE REPORTS

Spring 2001 Conference - Sunriver Mary Meloy is completing the conference report.

Fall 2001 Conference ;V Umpqua Valley Ron called Nikki Johnson. They need the packet and checkbook. The committee has selected the meals and the key note speakers. Dates for the conference are October 3rd, 4th, and 5th . The technical session was discussed, Bob mailed the technical session suggestions to board members.

Spring 2002 Conference ;V Skamania Lodge Joint Conference with Washington Skamania;s deposit check was mailed. Terry Chamberlin will be setting up a meeting with Washington to begin conference planning.

Fall 2002 Conference ;V Possibly Seaside Valley River Inn called, Les Lyle will contact them.

OLD BUSINESS

PACE Awards We submitted two nominations for Projects of the Year, one for Top Ten Public Works Leaders, and one for the Harry S. Swearingen award. We will begin assigning materials from committees to support the PACE award application due on June 1, 2001.

Membership Need to check in with Diane and Jon about the directory and possibly enlist consultant assistance.

NEW BUSINESS

We discussed using a professional to assist with the PACE award, Stephanie will call consultants to ask for graphic assistance.

Les, Ron and Bob will meet to nominate new Oregon Chapter board members.

GOOD OF THE ORDER

The next meeting will be in Beaverton, June 8, 2001 at the Operations Center, 9600 SW Allen Blvd.

The meeting was adjourned at 11:09 a.m.

Respectfully submitted,

Stephanie Reid Secretary

Spring Business Mtg 2001

Comments

OREGON CHAPTER APWA 2001 SPRING BUSINESS MEETING MINUTES Sunriver,
Oregon April 6, 2001

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Bob Deuel, President-Elect Hugh Kalani, National Delegate Les Lyle, Past President Ken Stoneman, Director Ted Kyle, Director Jon Katin, Director Approx. 80 Conference Delegates

The meeting was called to order at 7:35 am by President Ron Polvi. The October 13, 2000 minutes recorded at the Fall Conference in Ashland, Oregon were unanimously approved as written.

TREASURER'S REPORT

Les Lyle presented the treasurer's report on behalf of Steve Baker. Les presented the Budget Report, Cash Flow by Month Report, and Budget Report. Our total assets as of March 31, 2001 are \$57,984.14. The treasurer's report was approved as submitted.

DELEGATE'S REPORT

Hugh Kalani was attending the Region IX Spring Delegates meeting, held at Sunriver, during the Delegate's Report agenda item. Dwayne Kalynchuck gave an update on national issues following the business meeting.

CONFERENCE STEERING

FALL 2001 CONFERENCE – UMPQUA VALLEY The next Oregon APWA conference will be held in Canyonville. The City of Roseburg is hosting the conference, Chris Berquist is the conference chair.

SPRING 2002 CONFERENCE – SKAMANIA This will be a joint conference with Washington and will be held at the Skamania Lodge.

COMMITTEE REPORTS

EDUCATION Ted Kyle reported that the education committee was doing well. A new workshop offered this year is "High Impact Communications for Public Works Professionals", May 16th and 17th in Wilsonville. Linda Vanderwold, a master communicator, will be presenting.

EMERGENCY MANAGEMENT Les Miller reported that the committee will be looking for ways to offer training in response to the Fall 2000 conference questionnaire.

LEGISLATIVE Greg Miller submitted a written report from this committee. 3,200 bills have been introduced to the Oregon Legislature.

MEMBERSHIP Diane Warner informed attendees that the committee is working on the membership directory and business card size advertisement spaces are available for \$50.00.

PUBLIC WORKS LUNCHEON Scott Clement gave an update, luncheons featuring public works topic presentations are held every other month in Portland. Members in the surrounding areas are encouraged to attend. ASCE is a possible partner for luncheon meetings, especially in other parts of the state. Scott challenged other areas to host a luncheon and the committee would assist.

PUBLICITY The March 2001 newsletter is posted on the web site. Information on advertising in the newsletter is available at the conference front desk or by contacting Eric Jones.

SCHOLARSHIPS Dave Vargas reported that five scholarships were given to students from the Foundation and through the employee scholarship program.

STANDARD SPECIFICATIONS Paul Klope reported that the new specifications are being reviewed by the Dept. of Justice because they are joint APWA and ODOT. They will be published this summer.

The first publication will be in metric. Oregon APWA is pursuing options for converting the specifications into English. We currently are working on a pilot project for converting drawings. The pilot project is going well and will help project the conversion costs.

The opinion survey regarding metric/English was mailed in the January 2001 newsletter. Only 24 responses were returned which is not enough representation to draw conclusions from. The results will be sent to National without a recommendation.

TRANSPORTATION Byron Meadows reported there have been changes to the Universal Traffic Code. There will be sessions at future conferences about the changes.

ONE CALL Ron Polvi reported for committee chair, Gary Hyatt. The Oregon Utility Coordinating Council (OUCC) purchased approx. 70 GPS units available for check-out by local utility coordinating councils. The units can be used to call in coordinates for location area requests. The OUCC also has a new website: OUCC.net

OLD BUSINESS

PACE Awards We submitted three nominations for projects for Projects of the Year, one for Top Ten Public Works Leaders, and one for the Harry S. Swearingen award. We will begin assigning materials from committees to support the PACE award application due on June 1, 2001.

NEW BUSINESS

Foundation Dan Boss reported that the Foundation investments are doing well. Based on the response from the survey conducted at the fall 2000 conference, the Chapter continues to endorse the purpose and mission of the Foundation and wishes to continue building funds. It was moved and approved to increase the existing donation to the Foundation charged through conference registration fees from the existing \$5.00 to \$10.00.

GOOD OF THE ORDER

The next Oregon Chapter Business Meeting will be held at the 2001 Fall Conference in Umpqua Valley, 7:30 a.m. on Wednesday, April 4, 2001.

The meeting was adjourned at 9:00 am.

Respectfully submitted,

Stephanie Reid, Chapter Secretary

Spring Business Mtg 2001

Comments

OREGON CHAPTER APWA 2001 SPRING BUSINESS MEETING MINUTES Sunriver, Oregon April 6, 2001

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Bob Deuel, President-Elect Hugh Kalani, National Delegate Les Lyle, Past President Ken Stoneman, Director Ted Kyle, Director Jon Katin, Director Approx. 80 Conference Delegates

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GOOD OF THE ORDER

The next Oregon Chapter Business Matting will be held at the 2001 Fall Conference in Umpqua Valley, 7:30 a.m. on Wednesday, April 4, 2001.

The meeting was adjourned at 9:00 am.

Respectfully submitted,

Stephanie Reid, Chapter Secretary

March 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

March 9, 2001 Sunriver Conference Center Sunriver, Oregon

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Bob Deuel, President-Elect Hugh Kalani, National Delegate Les Lyle, Past President Ken Stoneman, Director Ted Kyle, Director Jon Katin, Director Greg Miller, Director Terry Kelsey, Director Mary Meloy, 2001 Spring Conference Chair

The meeting was called to order at 10:35 am by President Ron Polvi. The February 8, 2001 meeting minutes were approved with a correction of wrong date listed for the 2002 Fall Conference.

TREASURER'S REPORT

Steve Baker presented the February 2001 Net Worth and Budget Report, the Board approved the Budget Report as presented.

DELEGATE'S REPORT

Hugh Kalani presented the National Delegate's report. Region IX Delegates Spring Meeting will be held in Sunriver following the April 2001 spring conference.

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: Letter from Peter King notifying the Chapters that modifications have been made to APWA's Public Works Management Practices Manual to help prevent accidents involving excavation damage to underground utilities. This action was in response to a letter from the National Transportation Safety Board. Both are attached. Information from National about Public Works Week, May 20-26th including events, history, and planning guide. Email from "Keep America Beautiful" on a graffiti prevention kit called Graffiti Hurts. Copy of email is attached. Information on a course offered by the University of Wisconsin-Madison "Designing Best Management Practices for Stormwater Quality Improvement - Phase II Implementation", May 22-24, 2001. Registration information for the Oregon APWA Street Maintenance and Collection Systems School, April 25-27th. Urban Watershed Institute Professional Development Courses for the Winter/Spring 2001 held at Clackamas Community College. Email from APWA National government relations staff member asking to attend the chapter meeting in October to give a presentation on grassroots lobbying. Call for 2001 nominations for three national positions for the APWA Board of Directors, due April 1, 2001. Email listing bills that may affect Land use and Growth management. Report from the Water Infrastructure Network, "Water Infrastructure Now: Recommendations for Clean and Safe Water in the 21st Century". A copy of the Wisconsin Chapter News, January 2001 edition.

COMMITTEE REPORTS

Spring 2001 Conference - Sunriver Mary Meloy A conference reminder letter was mailed out March 8th. , 60 delegates already registered. The keynote speaker will be inspirational and Thursday lunch will be a public service theme. Bob emailed a confirmation to the conference speakers with an invitation to the Thursday lunch.

Fall 2001 Conference Douglas County No report on progress, Terry will meet with the conference chair, Chris Berquist, at the Sunriver.

Spring 2002 Conference Skamania Lodge Joint Conference with Washington The draft contract with Skamania Lodge was submitted and approved. Ron will sign. We still need to work out details with Washington.

Fall 2002 Conference Possibly Seaside No report.

Equipment Services Committee Terry Kelsey is chair of this committee and it is still active. (previous meeting minutes indicated the committee was inactive)

Membership Committee The City of Eugene volunteered to assist Diane Warner with the graphics and database for the membership directory.

Newsletter The March 2001 newsletter is posted on the web site. Web site problems have been repaired, on-line conference registration is up and running.

Public Works Luncheon Terry Kelsey gave an update, luncheons featuring public works topic presentations are held every other month in Portland. Finding speakers is a challenge. Members in the surrounding areas are encouraged to attend. ASCE is a possible partner for luncheon meetings, especially in other parts of the state.

Standard Specifications The new specs may be ready to print in May or June. The Association of General Contractors is pressuring ODOT to convert from metric back to English. ODOT will not pursue at this time. The estimation cost for the conversion is \$1 million.

Oregon APWA needs to pursue additional funding for the English conversion. Paul Klope submitted a request for funds to begin the conversion by CH2M HILL. We may work with AGC, One Call, or have a fundraiser for the cost of conversion. No chapter funds were allocated for the conversion at this time.

The opinion survey regarding metric/English was mailed in the January 2001 newsletter. Only 24 responses were returned which is not enough representation to draw conclusions from. The results will be sent to National without a recommendation.

National Committees ,h Hugh requested information for the National Delegate meeting in April, including Chapter accomplishments. Other chapters have requested support and information on forming Education Foundations. ,h Mary reported the National Transportation Committee at congress will be an open forum. Issues include the reauthorization of TEA21 funds. Members should watch this bill and US Representatives should be notified if revisions are not favorable to agencies. ,h Ron is on the National APWA UPROW subcommittee and submitted a paper on quality control during construction for the 2001 National Congress. The goal of this committee is to review manuals and present a summary at congress.

OLD BUSINESS

PACE Awards We submitted three nominations for projects for Projects of the Year, one for Top Ten Public Works Leaders, and one for the Harry S. Swearingen award. We will begin assigning materials from committees to support the PACE award application due on June 1, 2001.

NEW BUSINESS

Delinquent Memberships City of Portland is showing up as not current with dues, Diane Warner will investigate.

Partnerships Ron is working on the partnering agreement with the Asphalt Paving Association. Ken mentioned the OCAA (Oregon Concrete and Aggregate Association) as another possible partnering opportunity. OCAA is more politically focused while APA is more technical. Once the APA agreement is complete we'll use it as a template for other agreements.

Funding Ted brought up the idea of using the education committee to raise revenue. This is a policy question since the education committee was established to provide affordable training to our members. A motion was moved and approved to increase education committee class tuition by \$25 above cost for members and a \$50 surcharge for non-member agencies allowing \$50 to go toward a membership.

GOOD OF THE ORDER

The next meeting will be held at Sunriver at the Spring Conference, 4:00 p.m. on Wednesday, April 4, 2001.

The meeting was adjourned at 1:00 pm.

Respectfully submitted,

Stephanie Reid, PE Secretary

February 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

February 9, 2001 ODOT Materials Lab 800 Airport Rd. SE Salem, OR

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Steve Baker, Treasurer Hugh Kalani, National Delegate Ken Stoneman, Director Dave Haskell, Director Ted Kyle, Director Jon Katin, Director Greg Miller, Director Terry Chamberlin, Conference Steering

The meeting was called to order at 10:05 am by President Ron Polvi. The January 12, 2001 meeting minutes were approved.

TREASURER'S REPORT

Steve Baker presented the January 2001 Net Worth and Budget Report, a \$6,000 donation to the Foundation was recently mailed and not reflected in this month's report. The Board approved the Budget Report as presented.

DELEGATE'S REPORT

Hugh Kalani presented the National Delegate's report. Items presented included: fP Mary Meloy is on the national task force for Transportation Committee. Governing Magazine is seeking nominations for their annual award recognizing outstanding elected and appointed officials. The deadline is June 15, 2001. fP A summary of regional director's meeting, draft meeting notes for the National Board Meeting, National's Budget for 2001/2002, and National's Business Plan. Hugh asked that board members review the budget and business plan. fP The report of staff on Economic Analysis and Benefits of Voluntary Public Works Agency Accreditation has been completed.

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: fP Workshop on NPDES, ESA & TMDL's sponsored by the Clackamas Community College Urban Watershed Institute fP Membership report ;V current membership for Oregon is 709 fP Welcome to Steve Baker as the Oregon Chapter Diversity Liaison fP Satellite down link event application for participating in the traffic controls seminar entitled ;"Millenium MUTCD Videoconference;" , March 20, 2001 fP Memo from national on Bush's actions fP Details on the upcoming OCSI (One Call Systems International) Mid-Winter meeting to be held March 30th and 31st, in San Antonio, Texas. fP Program Preview and Registration for the 2001 North American Snow Conference to be held April 8-11 fP Asphalt Conference and Paving Awards will be held in Eugene on Friday, March 9 2001, Ron will help present excellence in paving awards at the banquet. fP Greg sent an email to board members about Senator Wayden's proposal to jointly manage ESA and CWA.

COMMITTEE REPORTS

Spring 2001 Conference - Sunriver Email from Mary Meloy ;V The conference is coming along fine, the registration forms will be sent out by February 15th. Bob emailed the latest conference speaker program, we need to get speakers to turn in their forms. Steve Baker is giving a presentation on maintenance problems associated with traffic calming devices, he asked if those with similar issues would give him some information on their experience and if they want to participate.

Fall 2001 Conference ;V Douglas County Jon Katin spoke with the conference chairperson, Chris Berquist. He is interested in seeing the manual, Ted will mail a copy to Chris and Terry Chamberlin.

Spring 2002 Conference ;V Skamania Lodge Joint Conference with Washington Terry and Ron visited Skamania Lodge, things look good. Skamania is working on the draft contract. Issues with having a joint conference were discussed. Washington's program is four days and the joint conference will be four days. Oregon is taking the lead on coordinating the conference, a committee will be formed from Washington and Oregon representatives. Terry is going to begin forming the committee. The itinerary begins on Tuesday night, Washington has eight session per day and four tracks.

Fall 2020 Conference ;V Possibly Seaside Dave Haskell was asked to consider holding the conference in Seaside.

Membership Committee Jon reported that the membership committee chair, Diane Warner is working on having a proof of the new membership directory to be reviewed at the conference.

Education Committee Ted Kyle reported that we have three workshops coming up: 1. Developing Leader 2. Project Management 3. Paving and Road Maintenance Don't forget to sign people up or promote these classes among our agencies.

Intergovernmental Relations Committee and the Equipment Services Committee Steve Baker reported there were no active chairperson or members on these committees so they appear inactive temporarily.

Futures Committee The committee has a speaker for this conference about green streets.

National Committees Ron is on the National APWA UPROW subcommittee is submitted a paper on quality control during construction for the 2001 National Congress.

OLD BUSINESS

PACE Awards We are submitting three nominations for projects for Projects of the Year, one for Top Ten Public Works Leaders, and one for the Harry s. Swearingen award. This is one criteria for submitting for the PACE award in June.

NEW BUSINESS

Scholastic Foundation The foundation reviewed applications and awarded the Lindbergh scholarship to Kathy Feehan of the Grand Ronde Confederation of Tribes.

Funding was discussed. The board was asked to consider increasing the five dollar donation from the conference registration to a ten dollar donation. The board is concerned about raising the donation connected with the registration fee. Hugh pointed out that some of the proceeds from the registration fees are already going to the scholarship fund. Dave mentioned that the scholarship donation is defensible compared to some of the other conference costs such as meals. We will bring the request to the Spring 2001 Conference business meeting. Other fundraising ideas were discussed at the Foundation Board Meeting.

Education Committee Speaker The Education Committee decided to bring in an outside speaker for the Pump Station Design workshop at the cost of \$2,325 with the agreement that the Education Committee pays for 1/3 and two consulting firms were to pay 2/3rds. We lost money on workshop and there are some problems with getting payment to the speaker because one consulting firm is not responding. Ted will get the facts and report to the board via email. Meanwhile the board agreed to pay the speaker what he is still owed and work on getting reimbursement from the consulting firm. The normal policy is not to pay the instructor, but if APWA needs to fund payment for an instructor there should be a formal agreement with the

speaker. Furthermore, any issues involving deviation from normal practices being performed by any committee needs to be brought to the board.

Meeting Calendar The updated meeting schedule was distributed. December 8th date should be changed to the 7th. We agreed to hold two board meetings via conference calls this year ;V May 11th and November 9th.

GOOD OF THE ORDER

The next meeting will be held at Sunriver. Ron suggested a board meeting conference call. We will arrange a call for the May 11th .

The meeting was adjourned at 1:00 pm.

Respectfully submitted,

Stephanie Reid, PE Secretary

January 2001

Comments

OREGON CHAPTER APWA EXECUTIVE MEETING MINUTES

January 12, 2001 858 Pearl Street (First Floor Conference room) Eugene, Oregon

Presiding: Ron Polvi, President Recording: Stephanie Reid, Secretary Present: Bob Deuel, President-elect Les Lyle, Immediate Past President Hugh Kalani, National Delegate Ken Stoneman, Director Jon Katin, Director Terry Kelsey, Director Rick Olson, Conference Committee Representative

The meeting was called to order at 10:00 am by President Ron Polvi. The December 8, 2000 meeting minutes were approved.

TREASURER;S REPORT

Revisions to the draft 2001 Chapter budget were incorporated and a final 2001 Chapter budget was approved. Stephanie Reid reported our total assets are \$47,794.96. There were no unusual expenses for the month. The Board approved the Budget Report as presented.

DELEGATE;S REPORTS

Hugh Kalani presented the National Delegate;s report. Items presented included a memo from Peter King about the State Government Affairs Advocacy supplying legislative and regulatory information on the Internet. The Spring Region 9 Delegates meeting will be held just following

the Oregon Chapter Spring conference in Sunriver. Dwayne Kalynchuck encouraged the delegates to participate in the Chapter conference activities.

CORRESPONDENCE

Ron reviewed the correspondence received during the month including: fP Request from national to consider bidding to host APWA's North American Snow Conference in 2003 fP the November/December 2000 Bridges Newsletter fP information from national about the availability of funds for use in promoting Qualification Based Selection (QBS) to assist state efforts to inform public owners about the QBS process,

fP The November/December Washington Report fP AASHO Publications Catalog fP The Dec 2000/Jan 2001 Reporter fP Information on workshops and conferences

Asphalt Pavement Association of Oregon conference to be held in Eugene on March 9th. Ron will be presenting awards.

COMMITTEE REPORTS

Fall 2000 Conference ;V Ashland Bob gave a draft report from the Fall 2000 Conference. ESI still had about \$5,000 in credit card registration funds that had not been accounted for when the projection was this conference would probably end as a break even point financially. ESI submitted the check to the treasurer for deposit. The conference treasurer will be generating a final report later this month.

Spring 2001 Conference ;V Sunriver Bob distributed the attached draft program topics and tentative speakers. Then Board members will secure the speakers and submit speaker information forms to Bob this month. The reminder cards are scheduled to be mailed out next week.

Fall 2001 Conference - Seven Feathers (Douglas County) Chris Berquist from Roseburg will be the Conference Chair, Terry Chamberlin is working with Chris to finalize the contract.

Future Conferences-Skamania Lodge Terry is waiting to hear from Skamania to complete the contract. He is also coordinating with the needs of the Washington Chapter. Washington's conferences are four days.

Membership Committee Diane Warner sent a memo outlining a proposed schedule to update the Oregon Chapter membership directory. She asked for some feedback, Jon Katin, board liaison to membership will get back to her with the board's suggestions.

Futures Committee The futures committee will be meeting on January 30, 2001 at Creekside Golf Course.

Scholarship Committee Dave Vargas updated the board on scholarships. Employee scholarships are being underutilized and we need more publicity. Dave will work with Eric Jones to get an

article in the newsletter. Ron suggested evaluating the amount of the scholarships ;V perhaps raising them to match a 3 credit hour class. Dave will get us some information on the cost of a three your credit class.

OLD BUSINESS

PACE award discussion Stephanie reported that we need to begin working on the 2000 awards, due March 30, 2001. She will be contacting people on the awards committee to coordinate the applications.

The 2001 Chapter work plan The plan was review and there were no changes.

\$6000 to Scholarship committee Steve Baker, chapter treasurer, will send a check to the Education Foundation for \$6,000.

NEW BUSINESS

Exhibitor involvement in Chapter activities We had a long discussion on how to improve the exhibitor;s experience at conferences and with the chapter as a hole. Many ideas were generated. We decided to begin improvements with a few early actions. i. We created a new committee! Industry Relations ;V Rick Olson is the Chairman. ii. Encourage the exhibitors to become involved in a standing committee. Rick to send Ron a list of exhibitors and Ron will send a letter thanking for their past participation and inviting them to join a committee. iii. At the conference, each session will include two moderators, one delegate and one exhibitor.

Meeting calendar update for 2001 We changed a few meeting locations, the revised schedule is attached.

New board member assignments With the beginning of new officer positions and a new board member, we evaluated the committees and reassigned some board liaisons. A copy of the updated committee chairs and board liaisons is attached.

GOOD OF THE ORDER The next meeting will be at ODOT Materials lab on February 9, 2001

Fall Business Meeting 2000

Comments

BOARD MEETING MINUTES August 11, 2000 The Windmill Inn, Ashland, Oregon

Presiding: Les Lyle, President Recording: Stephanie Reid, Treasurer Present: Ron Polvi, President-Elect High Kalani, National Delegate Steve Baker, Director Joh Katin, Director Ted Kyle, Director Ken Stoneman, Director Greg Miller, Director Gene Appel, Scholastic Foundation

President Les Lyle called the meeting to order at 10:00 a.m. The July 14, 2000 meeting minutes were approved.

Treasurer's Report: Stephanie Reid reported that the July treasurer's report has been amended to correctly reflect the \$3000 advance to the fall conference, which had been double entered in error. She reported that the semi-annual financial report had been submitted to National covering the period from January 1 through June 30. She then reviewed the financial report for the month of July. The Board approved the amended June treasurer's report and the July report.

Delegate's Report: Hugh Kalani gave the Delegates Report. National is looking for volunteers to introduce speakers and the upcoming Congress. He discussed membership and noted that some agency/combo accounts have more slots available. ODOT had three extra; CMTS was only using one of ten allowable.

Correspondence: *fa* Received quarterly dues rebate from National. *fa* Received information on Satellite conferences, teleconferences, are offered through National. *fa* Practical Solutions to making Your Public facilities and Services Accessible and usable by Everyone" offered November 1, 2000, and *fa* New Times Demand New Tools: Applying Performance Management to Public Works Services: offered December 6, 2000. ESI will let get the word out about these opportunities. We may have time to get the info into the newsletter. *fa* Public works historical society announced a new recognition program for honoring the heritage of APWA Chapters. The Oregon chapter received a patch for our banner for the Oregon Chapter for 30 years in existence. The Oregon Chapter actually chartered in April 1964. *fa* The Army Corps of Engineers is putting on Regional Listening Sessions, hosted by the Northwestern Division, COE on September 19th in Vancouver Washington. The focus is on the water resource situation in our region and elsewhere.

Committee Reports:

Conference Spring 2001 conference will be held in Sunriver on April 4, 5, and 6. Contract is signed. We are lining up Seven Feathers for the Fall 2001 conference on October 3rd, 4th and 5th. The Seven Feathers contract is being prepared now. It sounds like they have good facilities and we don't have to guarantee rooms.

Leadership National Government's Affairs committee is looking for congressional members from Oregon to join the bipartisan Congressional Water Infrastructure Caucus. Greg has written a letter for Representative Wu from the Oregon chapter. Ted is going to send a letter to Darlene Hooley asking for the same. We are asking to renew our participation with consultant to assist with tracking state legislative issues and we are asking for another year of that service.

Education We made a profit last year and we have some new programs offered this year.

Website Les discussed the improvements being made to the search features. The highest priority is getting membership database set up for access by Dave Vargas, Membership Chairperson, and ESI. Eric is working with our Webmaster to get details worked out. Kim is updating the Website to include information about the upcoming conference.

Standard Specifications We are targeting Nov to Dec 2000 to have the final specs ready. We reviewed Paul's email regarding estimate for converting metric to English. \$28,000 was the quote from CH2M HILL to convert the text. Metric issue was discussed by ODOT and how ODOT would support the use of an English version of the Joint specs. The downside as an agency is the perception the ODOT was considering going back to English and for now Oregon is staying firm with metric. Ken will be attending a national meeting and find out where the other states are heading with this issue. Jobs using Federal money will still need to be in metric. Our Chapter survey may ask what type of specs, if any, really don't need to be converted. We talked about getting a memo around to other members participating in the cost of conversion.

Old Business Awards We discussed how to increase the recognition the Chapter awards. Some suggestion for the short-term, fall conference, were:

„X Membership longevity and years of chapter service „X Foundation awards „X Active retirees „X Vendor participation „X Agency that has brought on most new members „X Maintenance Awards „X Pavement association awards „X Safety award „X Scholarship members Fall Conference The upcoming Fall 2000 Conference Committee was present in the afternoon. Attendees were: Jerry Barnes, City of Medford Bob Janssen, City of Medford Pieter Smeenk, City of Ashland Larry Beskow, City of Medford Wayne Pace, City of Medford

Ron passed around the most current program. Most speakers are confirmed. He discussed the final program needs. In-Focus machines are needed. We discussed having the agencies provide In-Focus machines for the conference. The City of Portland, NW Natural, Washington County and City of Eugene are bringing the In-Focus and laptop machines. Security was discussed, especially for laptops. We went over CEU credit requirements, the golf tournament, guest program, speaker gifts, the committee would like ideas on registration gift ideas. The committee did not have a photographer and it was suggested that Andy Hoffard who has done good job in the past, be contacted. We discussed the idea of the Thursday morning speaker being more of a „lighter“ topic such as humor/motivation. City of Eugene is available to assist with graphics and ESI is available for assistance with on-line and credit card registration.

Foundation Report The Foundation report submitted to the board in July 2000 was discussed, including how important supporting education is to meeting the goals of the Chapter. Discussion was based around how to continue to fund the foundation and provide some interaction between the Chapter and the Foundation to make any changes needed. Gene Appel represented the foundation and led discussion; (he does not sit on either board). The Chapter has reached our first goal and we need to re-asses where we are and where we are going. The foundation cannot sustain the level of scholarship funding without continued contribution from the Chapter.

Other possibilities for Chapter involvement were discussed. One suggestion was helping smaller agencies send members to conferences or congress. We have many Chapter goals and want to branch out as a Chapter and do some other activities to meet member needs. Additional funding would take substantial changes in the way the Chapter makes money. How effective is the scholarship program? Are they staying within the profession? Only a handful of people are on the Foundation Board and with limited resources it's the follow through and implementation that is difficult.

Hugh proposed a strategy session to evaluate how effective we are at serving our membership and how to get feed back from the entire membership list? Education contacts and customers are another group of constituents. Gene is going to do a survey and we will plan a strategy session following the results of the survey.

Miscellaneous Dave Haskell's email address is warrentn@pacifier.com

Future Agenda Items: „X Scholastic Foundation Policy „X Survey Results „X Strategy Session „X Chapter services RFP „X Membership Directory „X Pace Award

The meeting was adjourned at 2:00 p.m.

Our next board meeting will be in Ashland at the conference at 4:30 p.m.

Respectfully submitted,

Stephanie Reid Treasurer

MAY 2000

Comments

MINUTES BOARD MEETING May 12, 2000 ODOT Materials Lab, Salem, Oregon Presiding: Les Lyle, President Recording: Bob Deuel, Secretary Present: Ron Polvi, President-Elect Stephanie Reid, Treasurer Hugh Kalani, National Delegate Steve Baker, Director Dave Haskell, Director Ted Kyle, Director Greg Miller, Director Ken Stoneman, Director Paul Klope, Standard Specifications Committee Chair

BOARD MEETING The meeting was called to order by President Les Lyle at 10:12 AM. The April 5, 2000 meeting minutes were approved noting a correction in the date of the Spring 2001 Conference.

TREASURERS REPORT Stephanie Reid reviewed the financial report for the month of April. Our total assets are \$33,641.10. She noted that conference advances and awards line items are over budget, the conference advance money will be returned. Stephanie indicated that the money market and the checking account will soon be merged for increased interest earnings. The Treasurer's report was approved as submitted by Stephanie.

DELEGATE'S REPORT Hugh reviewed the proceedings of the Region IX Delegates Spring Meeting that was held May 6, 2000 in Anchorage, Alaska. The report is attached. Les discussed the APWA National Conference in Nashville and handed out information on a dinner cruise event that is being hosted by the California Chapter. He encouraged those attending the conference to take advantage of the dinner cruise. Hugh noted that the headquarters hotel is 20 minutes from the convention center and those attending may want to make reservations at a hotel closer to the convention center.

CORRESPONDENCE Les reviewed the correspondence received during the month. Jeanne Nyquist was selected for the Donald C. Stone award. Les thanked Stephanie for the great job putting the award application together. Correspondence included receipt of our first quarter rebate of \$905 from National. Les reviewed the membership benefits brochure and noted that we need to forward a copy to the new members. He also presented the membership report. We have a total of 712 members which is up from 688 at the end of 1999. Stephanie handed out the Pace Award requirements and asked the Board to help contribute information. We are weak in some areas and we need to address those weaknesses in our Strategic Plan. Stephanie reviewed the categories and a long discussion followed with a basic theme that we have to focus on facets of this award all year long. Highlights of the discussion were if we could obtain a copy of a former winning chapter's application to use as a guide (Steve). Hugh noted that was not possible. Ken noted that we need to partner with some other organizations such as "SOLVE" to bolster our service record. Paul suggested that we have "Pace Award action items and goals" as a standing item on each meeting agenda. Steve concurred and noted that it should be in each newsletter. Les asked for volunteers to pursue the various categories. Volunteers are as follows: Ted -education category, Ron will provide a matrix of items needed, Les -Chapter outreach and Les suggested Eric Jones for member to member outreach. Steve suggested that we make this a topic for the June meeting when the committee chairs will be present. After more discussion, the consensus was that we were not ready to make application this year and we should start now with our efforts for making application next year.

COMMITTEE REPORTS

Spring Conference

Ron reported that the Spring conference at the DoubleTree, Lloyd Center was a success and estimated the conference will net a \$4000+/-profit.

Conference Steering Committee Bob reported that Jim Olson, City of Ashland, is conference chair for the Fall Conference in Ashland. Their kick-off meeting is May 18. Ron presented the draft technical program for the Fall Conference. Paul suggested that we need some more technical emphasis such as storm water treatment devices. Steve questioned whether such a presentation would opening the door for special interest vendors. We have had such presentations in the past with no problems. Paul was asked to contact the Storm water Committee Chair and see about the feasibility of having a workshop on the various product approaches. Ron stated the under the technical track of the program, we have only 5 topics. We could incorporate it into the technical track. Ron then requested us to individually review the draft technical program and e-mail him with comments by June 1. Ted suggested a topic on the new sub-contractor disclosure law. The Spring Conference will be at Sun River April 3-6, 2001. Hugh expressed concern about the location since it is not readily accessible for out of state guests such as guests from the National organization. Seven Feathers at Canyonville is still being considered for the Fall, 2001 conference.

Governmental Affairs Greg stated that there is State committee that is reviewing the procurement rules and we have an opportunity for us to get our voice on that committee if we so desire. Ted expressed interest in serving on that committee. Paul stated that there is some new legislation

that passed without his knowledge. He tries to keep up with the proposed legislation and was surprised to see them become law. An example is the contractor drug testing program disclosure law which many of us were not aware of. Greg stated that many of them are presented by special interest groups and added at the last Education Ted reviewed the attached education program report. The estimated profit for the year is \$5000. Paul Klope stated that we cosponsored with the Asphalt Paving Association on some education courses and those could be also included in the report. OLD BUSINESS Steve reported on Lance Burke. Lances wife thanked us for the donation. There has been no change in Lances' condition. They are appealing the insurance company denial decision and if there is no positive resolution, they will have to move back to Oregon. If that happens, she may enroll lance in medical program at Hillsborough.

NEW BUSINESS

Newsletter Redesign Les presented a sample of the new newsletter format and a memo from Eric Jones. The changes include better paper stock, enhanced photos and color. We also could include advertisements to recover the increased printing costs related to the color format. The Board approved the two color format with advertising to offset the increased printing costs.

Education Committee Proposals Ted passed out the draft RFP for event support services. The individual proposals are to include services offered and fees. Ted suggested that a selection committee be formed to review the proposals and select a firm to recommend to the board for consideration. The proposed RFP distribution would be those offering such services in the phone book or obtaining a list of those firms from an association that comprises of people providing such services. The proposed contract would be one year with an option to extend it for another two years.

Education program partnerships were discussed. There are two categories to be considered. 1) Other non-profit groups desiring our mailing lists and/or use of our logo and 2) those profit organizations such as consultants or the Engineers Council. It makes since to with the non-profit group. As for the profit group, that would be on a case by case basis. Dave Haskell is working on a membership questionnaire. We could include a question regarding release of membership list to other organizations for educational training announcements. Ted moved that we adopt a policy to share our electronic mailing list with other non-profit organizations of similar interests with a condition that they use the list only once and that they do not distribute the list to any one else. The Board approved the motion.

Inactive Committees Deferred to the June meeting when the committee chairs will be present.

Business Meeting Committee Reports At the Spring Conference, the committee reports were presented on Thursday morning at the committee breakfast instead at the Chapter Business Meeting on Friday. The Board concurred that it is better to have the reports at the Friday Business Meeting which would give more time at the Thursday breakfast for the individual committee meetings.

Joint APWA/ODOT Specifications Paul Klope gave a report on the conversion of the new metric specification to an English format. It will be complicated process. It is easier to convert the

written specifications than the drawings. The drawings are currently in Microstation and they would need to be converted to AutoCad which is an extensive process. Paul suggested converting selected sections and drawings and not converting the bridge or traffic signal and illumination sections. He estimated that there are 4700 changes needed in the specifications and 12,500 changes needed in the drawings which is a large undertaking. He has looked at using the work force at the Correctional Institution for labor savings because they lack the technical expertise needed. It will take a few devoted people to perform the task. He assumes that sending back to the committees will not be productive. We will have to hire someone to make the Microstation to AutoCad conversions and then depend on agency donation of time to convert the information from metric to English. To do it all outside would be in excess of \$30,000. Ted and Les felt it would be better to have the agencies jointly contribute the \$30,000 and get it done. If the conversion happens, we will have two separate documents, one metric and the other English. Stephanie suggested that we send a letter to the agencies asking for financial participation. Paul and Les will draft a letter.

On a related note, Paul reported that specification users desire to be able to pay electronically for the specifications. We can have process the electronic payments but we will need to look at the electronic storage needed to house the specifications and drawings.

When the new specifications are available, we will need to have some seminars to introduce the new format. PDH's could be assigned to these seminars.

Short Term investments Deferred until the July meeting.

ACTION ITEMS FOR JUNE *Notify Les of committee chairs attending *Coordinate the Pace Award *Discuss inactive committees

GOOD OF THE ORDER

Future Meeting Locations If Mary Meloy is not able to host the July meeting scheduled for Redmond, Ned Dempsey will host it in Bend.

Training Sponsored by Washington County Greg passed out the attached Washington County sponsored training calendar and encouraged registration.

PEO Training Ron stated the PEO is sponsoring an ethics training program at Heathman Lodge June 16.

Job Openings Steve passed out the attached job announcements for an Associate Transportation Planner, Traffic Signal Technician, Water Distribution Technician, Street System Technician and Traffic signal Electrician for the City of Beaverton.

The Meeting was adjourned at 2:25 PM.

Our next board meeting will be at the City of Eugene on June 9, 2000 from 9:00 AM to 3:00 PM.

Respectfully submitted,

Robert Deuel, PE Secretary

April 2000

Comments

MINUTES BOARD MEETING APRIL 5, 2000 Doubletree Hotel, Lloyd Center, Portland, Oregon Presiding: Les Lyle, President Recording: Bob Deuel, Secretary Present: Ron Polvi, President-Elect Stephanie Reid, Treasurer Bruce Erickson, Immediate Past President Hugh Kalani, National Delegate (arrived late) Steve Baker, Director Dave Haskell, Director Jon Katin, Director Greg Miller, Director Ken Stoneman, Director Linda Dartch, Spring Conference Chairperson

BOARD MEETING The meeting was called to order by President Les Lyle at 4:10 PM. The March 10, 2000 meeting minutes were approved.

TREASURERS REPORT Stephanie Reid reviewed the financial report for the month of March. Our total assets are \$33,568.63. Stephanie discussed the expenditures for the National APWA award nominations and the award for the Vargas'. The Treasurer's report was approved as submitted by Stephanie.

DELEGATE'S REPORT No report. Hugh Kalani will present the report at the Chapter business meeting.

CORRESPONDENCE Les reviewed the correspondence received during the month. Correspondence included a letter from National promoting the "Emerging Public Works Leader" seminar planned for during the National APWA conference. They are also requesting members to sign up for the mentoring and coaching assistance at the training.

COMMITTEE REPORTS

Spring Conference Linda handed out the attached registration summary sheet. Currently, there are 115 full registrations. The conference goal has 125 full registrations. Also, there are 5 guests registered in the guest program and 42 exhibitors. There were 33 delegates that registered online and 58 delegates took advantage of the credit card payment method. Linda reviewed the attached conference budget. The hotel guest room rentals are lower than projected and the conference may have to "buy" some of the guaranteed rooms. Bob D. suggested that we offer some of the rooms at a reduced rate of \$40 to the local delegates to offset the costs. The Board informally concurred. Les raised the issue of whether to offer a \$20 door prize at the Thursday Committee Breakfast as we did at the last conference. The Board informally decided not to have a Thursday breakfast door prize and retain the traditional \$50 door prize for the Friday Chapter Business Meeting. Linda reported that the audio-visual equipment has been rented. Bruce reviewed the golf sponsorships. The response has been less than anticipated with only two holes sponsored. It is speculated that the wine donations may have detracted from the golf sponsorships. Eight

people signed up for the fun run/walk. Linda presented the conference proceedings script notes and reviewed them with the Board. Bruce showed the awards that will be presented to Jeanne Nyquist for her leadership pertaining to education and to Paul Klope for his dedication and contribution to the Standard Specifications. We will also introduce the Chapter's nominees for the National APWA awards at the Thursday dinner.

Conference Steering Committee The fall conference is in Ashland October 11-13, 2000. Les will check with Terry Chamberlin on the future conference sites proposed at Sun River, April 3-6, 2001 and Seven Feathers at Canyonville for the fall of 2001.

Membership Committee Jon noted that the budget has \$2000 for the membership directory and newsletter. He has been receiving requests for hard copies of the membership directory and asked how many we should print. Bruce moved that we obtain Diane Warner's input and have them available at the fall conference. Jon suggested that we make the directory availability known and have the members request them. Steve noted the membership directories went quickly at the Beaverton conference. Jon would like to retain the present format using a loose-leaf binder. Stephanie inquired about advertising. Les suggested that we instruct Diane to present to the Board a draft of what could be done for \$1000. After some additional discussion, it was evident that it was premature to approve the directory expense and Bruce withdrew his motion, however, Jon will continue to work with Diane in preparing a proposal. Specifications Committee Ken reported the committee is still discussing the metric issue. The State of Washington has switched back to English. The conversion of the Standard Drawings presents the greatest challenge if we also want such a version. Les stated that the City of Eugene is still reviewing the cost of converting the specifications to an English version.

Transportation Committee Greg discussed the federal 4.3 cent gas tax modification proposal. National is lobbying against it and has forwarded a sample letter in opposition to the modification. The Board gave Les permission to send correspondence opposing the modifications to our State Representatives. Greg will draft the response and e-mail it to the Board for review.

OLD BUSINESS None

NEW BUSINESS None

ACTION ITEMS FOR MAY *Visa account *Chapter Directory *Short term investments
*Standard Specification metric conversion costs *Membership Directory *Status on inactive committees

GOOD OF THE ORDER

Steve reported on Lance Burke. There has been slight improvement in his condition. The family is experiencing problems with the insurance company. They will have to leave the treatment center in Bakersfield soon. The Board informally approved placing a donation bowl on the registration table for Lance.

Les reminded committee liaisons to check regularly with their committees and for the May meeting, provide a status report on the progress of the committees in meeting the work plan objectives.

The Meeting was adjourned at 5:45 PM.

Our next board meeting will be hosted by Ken Stoneman at ODOT, Salem on May 12, 2000 from 10:00 AM to 2:00 PM.

Respectfully submitted,

Robert Deuel, PE Secretary

March 2000

Comments

MINUTES BOARD MEETING March 10, 2000 Doubletree Hotel, Lloyd Center, Portland, Oregon Presiding: Les Lyle, President (Arrived at 10:25, Ron Polvi opened meeting) Recording: Bob Deuel, Secretary Present: Ron Polvi, President-Elect Stephanie Reid, Treasurer Bruce Erickson, Immediate Past President Hugh Kalani, National Delegate Dave Haskell, Director Jon Katin, Director Ted Kyle, Director Ken Stoneman, Director Allan Berry, Spring Conference Terry Chamberlin, Conference Steering Committee Linda Dartch, Spring Conference Chairperson Merle Langley, Exhibitor Liason Lynn Sandretzky, Spring Conference Daine Warner, Membership Committee Dave Vargas, Scholarship Committee

BOARD MEETING The meeting was called to order by President-Elect Ron Polvi at 10:10 AM. The February 11, 2000 meeting minutes were approved after Jon Katin noted a typo under Communications Committee. The word "mat" should be "may".

TREASURERS REPORT Stephanie Reid reviewed the financial report for the month of February. Our total assets are \$33,157.55. We received from National our quarterly membership rebate and a \$500 stipend to reimburse for Hugh Kalani's travel costs. Stephanie noted that National expects the Chapter to supplement Hugh's stipend up to \$150. We may apply for additional stipend reimbursement from National if needed. There were minimal expenses for the month with exception for conference advances, but that money will be returned after the conference is complete. The Treasurer's report was approved as submitted by Stephanie.

DELEGATE'S REPORT Hugh noted that Dwayne Kalynchuk and Jerry Fay will be attending our Conference as representatives from National. Also, Peter King may be able to attend. The May Delegates' meeting is in Anchorage, Alaska. Hugh requested additional material such as how organizations are recognizing Public Works Week and education activities, to present at that meeting. He noted that we need to submit our Chapter profile to National.

President Les Lyle arrived and chaired the remainder of the meeting.

CORRESPONDENCE Les reviewed the correspondence received during the month. Correspondence included a request from Greg Miller for an APWA representative to participate in a State committee on purchasing and contracting, correspondence from ESI regarding the Conference Guidelines, and National Public Works Week materials. Les also reviewed the membership report. We have a total of 696 members which includes 12 new members.

COMMITTEE REPORTS

Spring Conference Linda discussed the attached conference agenda. She reviewed the budget. The meals are estimated to be \$7500 compared to \$4100 for the Florence Conference and \$5700 for Welches. The Downtown Portland location is the key factor. Merle Langley presented the exhibitor's budget. The Doubletree Hotel is charging \$60/table in the exhibitor area. The exhibitors are hoping the "big city" location will attract more conference attendees, thus offsetting the increased costs. Merle is anticipating 40 exhibitors. Lynn reported that 80 Delegates have registered to date. She presented the registration souvenirs which are a badge necklace and pen. Each delegate will receive a 3-ring binder which will include the conference materials and space for technical session notes and materials. The Board reviewed the conference forms and suggested minor changes. Lynn also discussed the conference program pamphlet. The Committee Breakfast on Thursday was discussed. The Board elected to merge the previously held Past Presidents and Public Works Directors breakfast into the Committee Breakfast. Ron reviewed the technical session agenda and resolved the items still needing attention. Allan talked about the golf program. They anticipate 40 golfers. Bruce discussed the door prizes. He intends to have two delegate and two guest grand prizes this time. Awards will be presented at the Thursday evening dinner cruise. The Chapter has applied for three National awards and the Pace award. We still need a photographer. Andy Hoffer was suggested as a possible photographer; the board supported using Andy and covering Andy's costs since he does such a good job. We need to provide rooms and gifts for the guests from National. Dave V. has one student confirmed from Oregon Tech. He will follow up on the other students. Linda asked if they could have a conference staff room for staff that are supporting the conference. The Board indicated that she could have one if she felt the need for one. Ron proposed that we rent the audio-visual equipment just to eliminate technical problems of mismatched equipment. Linda will try to negotiate a reasonable equipment rental package. Ken noted that at many of the conferences he attends, the chairs are too close together. He suggested that we request adequate spacing. Linda estimates that the conference will net a \$5000 profit. Susan Kay of the Doubletree Hotel conducted a tour of the facility for us.

Conference Steering Committee Terry discussed the future conference sites. He reviewed the contract for Sun River in Spring, 2001. The exhibitor tables there will be \$45 per table and electrical service will be \$25 extra. The Board chose the conference date to be April 3-6, 2000. He is looking into Seven Feathers at Canyonville for the Fall, 2001 conference. The Board informally gave approval of the above two sites. Terry is investigating a joint conference with Washington at Kaminia for Spring, 2002. ESI has proposed to bring the Conference Guide up to date at a rate of \$42/hr. They estimate the update to take 20 to 30 hours. We need input from the recent conference chairs. Bruce questioned whether we should have ESI do the work since their contract with us expires this summer. The Board felt that the work could be completed by then. The Board approved the Conference Guide update proposal from ESI.

Communications Committee Les presented a detailed proposal from Dave Vargas for maintaining the mailing list. Jon inquired if the mailing label cost is different for internal and external use. Dave indicated that the cost of producing them is the same. Ron questioned if the conference mailing list is the same as the membership list. Dave indicated that he has two lists, one being the membership list and one for the exhibitors. Ken proposed that we initiate the mailing list maintenance proposal effective April 1, 2000. The Board approved the mailing list maintenance proposal by Dave Vargas with modification of the starting date which was modified to April 1, 2000.

Specifications Committee Ken reported the Committee did not formally meet last month. They are still expecting to print the joint ODOT-APWA specifications this November. Draft specification CD's are available now. Les stated that the City of Eugene is still reviewing the cost of converting the specifications to an English version. Merle indicated that the problems with a metric conversion is deciding whether to use a hard v.s. soft metric conversions. The National Transportation Board is advocating soft metric conversion according to Merle.

Leadership Management Jon reported that the Leadership Management Committee is meeting in Hillsboro on March 14 to work on a membership questionnaire and planning for the next legislative session. They have three new members.

Newsletter Eric Jones worked with Dave Vargas in producing the last newsletter. He will assume the total responsibility of the June newsletter. He is working on obtaining the bulk mailing permit and projected printing costs. He will have information for the Board to review at the April meeting.

Membership Diane presented drafts of the letters to prospective members and those members that have not renewed for the Board the review. She intends to start sending the letters out soon. Jon commented that the Society of Military Engineers selects the students for scholarships at OSU instead of the University making the selection. He would like us to pursue the same and would like to see more APWA presence at the student level.

Intergovernmental Relations Dave H. reported that the committee has contacted several committee chairs to see if they have interest in a combined membership survey. Those wanting to participate are Emergency management, Leadership & Management, Futures, and Standard Specifications. The Board instructed Dave to check with the Conference Committee also. Education The Management Training course did very well and right now they have full registration for the upcoming Developing Leader course. The Education Committee will be discussing the following topics at their Spring Conference meeting: mailing lists, partnering with other associations, asking attendees if they would like to be on non-APWA mailing lists for education courses, and course fee differential for APWA members v.s. non-members. Jon felt that non-member persons attending from a member agency should be eligible for the member rate. Hugh stated National's position which is that the individual must be a member to receive the membership rate on National sponsored events. Les stated that the Asphalt Paving Association is still desiring to partner with us on education. They would like to see a street materials design seminar developed. Ron related that the Northwest Energy Association is also interested in education partnering. Ted stated that there are many associations requesting our mailing lists for

education purposes. The Board discussed this issue and felt that we should not make our mailing list available directly to them. However, if they desire to mail a brochure to our members, we would consider mailing their brochure on a case by case basis if they paid us for the mailing and handling costs. The Oregon Law Institute is conducting a seminar on construction law on April 28 and has asked permission to make brochures available at our March 30 Construction Inspection workshop. The Board approved the request. Ted stated that there is a real opportunity for partnerships in this arena. We need a policy regarding the issue. This will be an item for consideration at a future Board meeting after we receive input from the Education Committee. Stephanie stated that they allow brochure distribution at the Municipal Engineer's luncheon on a limited basis and wanted clarification that their practice was ok. The Board was not concerned with their practice as stated. OLD BUSINESS None

NEW BUSINESS

The ESI contract expires the first part of July. Ted inquired what avenue we should take at this point and suggested a RFQ process so we could see what others have to offer and obtain rate and service comparisons. Les is happy with ESI's services. Their rates are reasonable and guaranteed for a specified time. He felt that we only needed to make a market analysis that their services are comparable with other firms performing similar services. Ted will pursue asking Jeanne Nyquist, Gordon Merseeth, Terry Chamberlin to form an evaluation committee.

Stephanie presented information on combining our checking and Money Market accounts into a combined interest bearing check writing account. We could earn an additional \$300 to \$500 annually in interest. She also suggested that we consider some short term investments. After discussion, the Board approved the combination of the two accounts into a single check writing Money Market account but deferred a decision on the short term investments option until more information is available.

The Visa registration for the education program consideration was deferred to the May meeting.

The Board discussed placing of notices of non-APWA training opportunities on the website and was comfortable in doing so.

It was noted that some Chapter telephone support costs have been inadvertently charged to the Education checking account. This is basically an accounting problem since it is all Chapter funds. We will not go back and reconcile but will make sure future entries are charged to the proper line item.

ACTION ITEMS FOR MAY

*Visa account *Chapter Directory *Short term investments *Standard Specification metric conversion costs

GOOD OF THE ORDER

The OREGON REPORT that is published by the State has a section in it that deals with municipal restoration efforts. The municipal agencies have not been participating in submitting information for publishing in this section. It implies that we are not doing anything in this arena. The agencies need to consider submitting information for publishing..

The Meeting was adjourned at 2:35 PM.

Our next board meeting will be at the Double Tree Hotel, Lloyd Center, Portland on April 5, 2000 from 4:00 PM to 6:00 PM.

Respectfully submitted,

Robert Deuel, PE Secretary

February 2000

Comments

MINUTES BOARD MEETING February 11, 2000 City of Corvallis Wastewater Treatment Plant Site

Presiding: Les Lyle, President Recording: Bob Deuel, Secretary Present: Ron Polvi, President-Elect Stephanie Reid, Treasurer Hugh Kalani, National Delegate Steve Baker, Director Jon Katin, Director Ken Stoneman, Director Greg Miller, Director

BOARD MEETING The meeting was called to order by President Les Lyle at 10:08 AM. The January 14, 2000 meeting minutes were approved.

TREASURERS REPORT Stephanie Reid noted the expenses for the month of January. We received the \$9601.46 in conference proceeds from the Florence Conference. The budgeted \$6000 for student scholarships was dispersed to the Oregon Chapter APWA Scholastic Foundation. Stephanie would like to pursue a combined checking-saving account at Piper Jaffray. The Board instructed her to look into it and report back next month. The Treasurer's report was approved as submitted by Stephanie

DELEGATE'S REPORT Hugh passed around sample news letters from other chapters. National has discussed eliminating the chapter dues rebate but decided against it. Instead, there will be a 10% dues increase commencing July 1, 2000. The chapter rebate will also increase since it is indexed to the National dues. The next National Delegates meeting is in Anchorage, Alaska, May 6, 2000. There will be a joint chapter dinner with central California and Washington at the National Conference. It will be on a river boat and cost is \$37.50. Also, PSU has invited us to participate in their National Engineering Week activities. Ron noted that their banquet usually has 400-plus students attending. It appears that is too late for the Chapter to make formal arrangements to participate since the event is the month.

CORRESPONDENCE Les reviewed the correspondence received during the month. He noted that he will be speaking and handing out awards at the Asphalt Paving Conference. The Asphalt Paving Association would like to pursue a stronger association with us and participate in some joint events. The quarterly membership report indicates our membership increased by 44 members. We presently have a Chapter membership of 688. A number of local newspapers featured the news release by Eric Jones on the new Chapter Board members. The National Special Awards nominations must be submitted soon. Les sent a letter to National supporting Anaheim, California as a location to be considered for the 2007 National Conference.

COMMITTEE REPORTS

Spring Conference Linda reported that the hotel and speakers are all lined up. Power Point projection equipment will be available for the presenters. The river boat for Thursday's banquet is reserved. Rick Olson has been working with the exhibitors. The registration packet is now at the printers. Linda presented an artwork copy of the registration packet and it looks great. The conference will, for the first time, feature online registration and a credit card payment option. The budget (attached) and draft technical program were reviewed. There will be a donation box for Lance Burke at the registration table. Les requested an area be reserved for taking membership photos. ITE is interested in having a coordination meeting with our transportation committee. A room will be needed for that. The Board meeting will be 4:00 to 6:00 PM Wednesday. We need to send a letter to National inviting them to our Spring Conference. Ron suggested the we consider having Bill Metcaff present his "Technology and You" program at a future joint conference. He spoke at the APWA's International Congress and Exposition and is real good. His fees are \$6000.

Conference Committee No formal report. Bob noted the he will be meeting with Ashland Hills and consummating the contract for the Fall Conference next week. Steve suggested that we look into holding a conference in central Oregon. The problem with most places is the lack of accommodations to facilitate a group as large as ours. Sites discussed were Sun River and Inn at the Seventh Mountain. Also, Seven Feathers, Salem, Corvallis, Kah-Nee-Ta and Salishan were mentioned.

Communications Committee Les reported on the data base meeting held February 3, 2000 at Corvallis Public Works. We are attempting to merge the membership data base to the web site. Pat Vargas has proposed to update the membership data changes for \$0.15 per name with maximum charge not to exceed \$50. Dave Vargas will continue to produce mailing labels at charge of \$20/1000 labels. The labels are for internal use only. Dave will confirm these costs. Jon noted that a number of groups need access to the data base and some need "write" capabilities in addition to the download capabilities. This would be difficult to coordinate. In the past we have had a number of overlapping data bases that have caused confusion. It was proposed that ESI continue to have sole responsibility for the education data base and have Dave Vargas and Diane Warner maintain the exhibitor data base. The Board approved data base management arrangement. Jon noted that we may wish to move away from the standard hard copy data base and replace with an electronic format. We would still need to provide some hard copies to those who do not have the electronic access. The membership chairperson is to review the options. We also need to identify what nonmembers are receiving the newsletter. Ron

inquired about the web site membership search option. It appears that searching by location selects those members whose address is for that location. We need to expand the search capability to search by agency also. Les discussed our web master contact renewal. He does not feel that we need to retain him on an annual contract. We don't use his services that much and we could just hire his services on an hourly basis as needed. We do have within our organization enough talent and experience to handle most of the web problems and upgrades. The Board concurred.

Specifications Committee Ken reported the joint ODOT-APWA specifications will not be ready for printing till October or November. They intend to have them for distribution about November or December. It will be online as available and be in metric. Les questioned the metric aspect. He is concerned that we may have to have an equivalent English version for our members. Greg is to include this item on the proposed member survey. The City of Eugene is reviewing the cost of converting the specifications to an English version. This is to be a future agenda item.

Leadership Management Greg reported that they are looking at option for disseminating information.

Government Affairs Greg attended the Government Affairs meeting in Washington DC and shared the following suggestions and comments: * Investigate local chapter joining LOC or AOC and even exchanging board members. * National desires APWA be recognized as a technical resource and would like to focus on that. * Other chapters have members on speciality committees, for example, traffic and storm water committees, on the Government Affairs committee. * Solicit invitations to LOC and AOC conferences and set up information tables.

Newsletter Steve reported that Eric Jones is looking for newsletter articles. The deadline is February 15. It was suggested that we solicit article from the membership. Les to discuss this with Eric.

Intergovernmental Relations Steve reported that there are only two members on that committee. They are very active.

Equipment Services It is a stagnant committee. They can't find fleet equipment people that are interested. They have contacted fleet managers in the Portland area and there is no interest. Steve reported that DEQ, upon advance notification, reserves a vehicle inspection lane for agency fleet testing. The Board discussed the need to review the committees and eliminate the inactive ones. This to be a future agenda item.

Municipal Engineers Stephanie reported that they changed their venue. They had RSVP for 80 at their last meeting. 110 people attended which was a real encouragement. Their next focus is to improve the accommodations such as the podium.

OLD BUSINESS None

NEW BUSINESS Jon is retired from the Military. The Society of Military Engineers is seeking students for scholarships. Jon has been invited to sit on that committee. He expressed concern about the apparent lack of APWA exposure at OSU.

Les questioned whether we request proposals for our association support or just renew with ESI. Ted, who is our liaison, was not present and the matter is to be deferred. Jon commented that we should just stay with ESI since they are providing good service. Les felt that we need to seek at minimum, competitive pricing information since we are mainly comprised of public agencies. Ted previously stated that we may just be able to query other providers to see if what we pay is in line. We may just have to validate instead of requesting proposals. This is to be discussed at the next board meeting.

Stephanie reported that we need to recognize Pat Vargas for all the work she has done for the association. We are applying for a national award for Dave Vargas and also the Pace Award for the Chapter. After these awards are applied for, there should be about \$150 left in the awards budget. It was suggested that this money be used to recognize Pat. The Board approved the recognition. Les reminded us that we need to coordinate awards with Bruce Erickson

ACTION ITEMS * Stephanie to report on interest bearing accounts in March. * We need to consider directory access. * Identify nonmembers receiving the newsletter. * Modify web site to include search for members of a selected agency. * Include Standard Specifications English or metric preference on questionnaire. * Eliminate inactive committees. * Discuss ESI contract * Award recognition.

The Meeting was adjourned at 1:18 PM.

Our next board meeting will be at the Double Tree Hotel, Lloyd Center, Portland on March 10, 2000 from 10:00 AM to 2:00 PM.

Respectfully submitted,

Robert Deuel, PE Secretary

January 2000

Comments

MINUTES BOARD MEETING Jan 14, 2000 Tri-City Water Pollution Control Plant

Presiding: Les Lyle, President Recording: Bob Deuel, Secretary Present: Ron Polvi, President-Elect Stephanie Reid, Treasurer Bruce Erickson, Immediate past President Dave Haskell, Director Jon Katin, Director Ted Kyle, Director Ken Stoneman, Director Greg Miller, Director (morning session only) Lori Faha, Scholastic Foundation President (morning session) Gordon Merseth, Scholastic Foundation V.P. (morning session) Dan Boss, Scholastic Foundation Treasurer (morning session) Bob Adams, Scholastic Foundation Director (morning session) Gene Appel, Scholastic Foundation Director (morning session) Linda Dartch, 2000 Spring Conference Chairperson

BOARD MEETING The meeting was called to order by President Les Lyle at 10:30 a.m. The December 10, 1999 meeting minutes were approved.

JOINT DISCUSSION WITH THE FOUNDATION BOARD Lori presented an overview of the events leading to the formation and the history of the Scholastic Foundation. Their goal is to provide a stable funding source for student scholarships. The Foundation was formed to receive contributions from the Oregon Chapter APWA membership for scholarships. The foundation did make their \$100,000 goal by year end 1999. The Chapter historically donates \$6,000/year for student scholarships. This year, the Foundation will be able to reinforce that amount by \$2,100 providing \$8,100 in scholarships. This is in addition to the \$2,000 Lindberg Tribute account scholarship. The Foundation intends to have at least one major fund-raiser annually. they are also considering future expansion of the scholarship to other public works related fields instead of only "Civil Engineering".

Les would like the Foundation to provide the Board with a future funding projections and also asked how long the Foundation expected to have to rely on the Chapter's \$6,000 annual contribution. Lori stated that it would be awhile before the Foundation could be independent of the Chapter's annual contribution. Les would like to work on scholarship policy issues possibly in July. It was suggested that the Foundation be more creative in fund raising. Dan recommended that we look into joint Foundation/Chapter fund-raising since we are really "one team" and only by law are we separated. The members of the Chapter are also members of the Foundation. Greg suggested that we approach corporations for donations. Les stated that we also look at jointly enhancing the utilization of member scholarships. All concurred that it would be a good future discussion topic.

It was informally agreed that we should try corporate sponsorships as part of a fund raising effort at the pre-conference golf tournament. Bruce is willing to approach the consultants and coordinate the sponsorships with Allan Berry who is handling the golf tournament.

There was a consensus that more effort should be made to publicize APWA at the schools where we provide scholarships. Many students do not know who we are. We need to involve them more in our activities.

TREASURERS REPORT Stephanie Reid noted the expenses for the month of December. Total expenses for the year exceeded the budget due to a one time contribution of \$3,910 to the Foundation. the total Chapter assets as of December 31, 1999, were \$35,534.10. Jon inquired about the education checking account administered by ESI. bob discussed the history of the account and presented a transaction register for 1999 which the Board informally reviewed. The education committee is responsible for general budget management of the education account which is separate from the chapter budget. Ron noted that NW Natural paid for the printing and postage for the agenda and minutes this last year at their cost which could be difficult for others to sustain. Our 2000 budget could be impacted by those costs if they can't be covered by future secretaries organizations. there was discussion on reducing the expenses by only sending the meeting minutes to the Board members. the Committee Chairs would still receive an agenda. Committee Chairs could specifically request the minutes or associated attachments if so needed. We will post the minutes on the web page. bob will need help getting the web page posting of the minutes set up. The Treasurer's report was approved as submitted by Stephanie.

DELEGATE'S REPORT Hugh was absent, no report.

CORRESPONDENCE Les reviewed the correspondence received during the month. He noted that the Joint Specifications publication has been delayed to this fall. Bruce introduced a number of correspondence items. They were included in the correspondence file.

COMMITTEE REPORTS

Spring Conference Linda summarized the attached conference report. She discussed the budget which includes banquet dinner on the "Portland Spirit". Linda requested a \$2,000 conference advance plus an additional \$1,800 to reserve the "Portland Spirit". The expenditures were approved. The Board requested that the registration materials for exhibitors be very specific on what is included in the vendor registration. Les suggested that the vendor registration include Friday lunch. There was support for that approach. Ron presented the technical program agenda which was reviewed and modified. He also provided the speaker information forms to the moderators. The pre-conference workshop is scheduled to be on pipe rehabilitation and repair techniques by Mark Hutchinson. Board informally approved a pre-conference tour of the historic Columbia Gorge highway. Stephanie presented an option of collecting conference registration fees with a credit card. Les suggested that we look at obtaining a credit card account to be considered for future conference registrations but was concerned with our ability to accommodate for the spring conference. Board concluded that if Portland could put it together that it would be a good trial for future conferences. Ted suggested that it could be also used for the education program and Standard Specifications sales. The account could reside in the education program and be used as needed by the other Chapter activities. Ted to look into the possibilities.

Communications Committee Les reported that the membership on the web page is now up to date. they are now attaching the member photos. The membership is e-mailing in corrections.

Government Affairs Greg will be going to Washington DC for the APWA National Government Affairs Committee which is to address Federal legislative issues and APWA staff priorities in dealing with those issues. The following items were suggested to him to be addressed by his committee: * Allocation of TMDL's by DEQ * Sewer overflows (CSO issues) * FAA budget process * 4(d) ruling regarding Salmon * Partnership with ACWA

Leadership & Management Greg reported that the committee is working on a lead worker training seminar for this spring. Municipal Engineers Stephanie reported that they are working on changing the name so that they will attract a larger audience.

Dave asked Board for direction on a combined questionnaire. Informal direction was to pursue the idea with the various committees to see if there is interest for a combined questionnaire.

OLD BUSINESS We need to review the ESI contract. To be discussed at the February Meeting.
NEW BUSINESS Bob requested that the Board consider transferring the budgeted \$6,000 for student scholarships to the Foundation upon receipt of the Fall 1999 Conference proceeds. Request approved.

Stephanie is responsible for overseeing the applications for National Awards. She requested \$300 for professional services in writing and editing the applications. Request approved.

Ted stated that ESI recently received a request for the registrant's address list of a particular education class by an outside party and asked direction. We have an existing policy that prohibits making such lists available except to members. This is to be a topic of future discussion.

FUTURE BOARD MEETING SITES

* February 11th City of Corvallis Jon * March 10th Double Tree, Lloyd Center Linda * April Spring Conference, Portland * May 12th ODOT, Salem Ken * June 9th City of Eugene Les * July 14th City of Redmond Mary * August 18th Ashland Hills Inn Bob * September National APWA Congress * October Fall Conference, Ashland * November 10th Washington County Greg * December 8th NW Natural, Salem Ron

The Meeting was adjourned at 2:00 p.m.

Our next board meeting will be at the City of Corvallis and hosted by Jon Katin

ITEMS FOR FUTURE CONSIDERATION

17. Review ESI contract. (February) 18. Membership roll release policy. 19. Student scholarship policies (July)

Respectfully submitted,

Robert Deuel, P.E. Secretary

December 1999

Comments

MINUTES BOARD MEETING Dec 10, 1999, NW Natural Salem, Oregon

Presiding: Bruce Erickson-President Recording: Ron Polvi, Secretary Present: Les Lyle-President-Elect Ron Polvi, Secretary Bob Deuel, Treasurer Hugh Kalani, National Delegate Stephanie Reid, Director Jon Katin, Director Ken Stoneman, Director Dave Haskell, Director Greg Miller, Director Michael Ottensmann Rich Girard Byron Meadows Eric Jones Linda Dartsch Gary Hyatt

BOARD MEETING The meeting was called to order by President Bruce Erickson at 12:38 p.m. The Nov. 12, 1999 meeting minutes were approved.

TREASURER'S REPORT Bob Deuel noted expenditures for the month. We overspent our budget for the year because of the donation to the Foundation. In December we had expenditures totaling about \$800. The Board approved to pay the bills of \$1482 to Hugh Kalani and \$1000 to

City of Eugene for travel expenses to the National Congress. The treasurer's report was approved as submitted by Bob Deuel.

DELEGATES REPORT

Hugh noted the QBS facilitator grant program from National. Hugh noted National has a ground hog shadow day. Hugh circulated the national board of director's report. Alaska may be the site for the Spring Delegates conference next year.

CORRESPONDENCE Bruce reviewed correspondence received during the month. He noted the letter Hugh sent out regarding the Louisville joint riverboat dinner. He noted we should send Dave Vargas any articles for the newsletter by Monday.

COMMITTEE REPORTS

Foundation report: Bruce indicated he attended the Foundation Board. They would like to have a meeting with the Chapter Board early next year.

OLD BUSINESS

Spring 2000 Conference - Linda Dartsch- see handouts Conference discussion included: provide a more structured spouse program- breakfast, lunch, shopping, Bruce Erickson will help in the organization of the awards. Wine at the banquet-provided by consultants contact Greg Weston-OTAK, or W. H. Pacific. For retired members offer the banquet tickets at cost. Include a lunch ticket with the exhibitor registration. Possible off site entertainment: Tour of OMSI, Sternwheeler, etc

Ron Polvi reviewed the technical program. Linda reviewed the conference outline. The Federal ID number should be on the registration form. Target different groups such as PEO, APWA-Wash, ASCE, and Benson High School for participation in the Conference.

2000 Budget: Bob Duell noted two corrections and presented the proposed 2000 Budget. The Board moved and approved the 2000 budget.

NEW BUSINESS

January 14, 2000 meeting at the Clackamas town center area Bruce passed the gavel to Les Lyle.

The meeting adjourned at 2:10 PM.

Our next board meeting will at Clackamas Environmental Service Office.

Respectfully submitted,

Ronald D. Polvi, PE

November 1999

Comments

MINUTES BOARD MEETING Nov 12, 1999, Eugene Public Works Eugene, Oregon

Presiding: Bruce Erickson-President Recording: Ron Polvi, Secretary Present: Les Lyle-President-Elect Ron Polvi, Secretary Bob Deuel, Treasurer Terry Chamberlin, Past Pres. Hugh Kalani, National Delegate Steve Baker, Director Stephanie Reid, Director Jon Katin, Director Ken Stoneman, Director

BOARD MEETING The meeting was called to order by President Bruce Erickson at 10:12 a.m. The Oct 6, 1999 meeting minutes were approved as corrected.

TREASURER'S REPORT Bob Deuel noted expenditures. The treasurer's report was approved as submitted by Bob Deuel.

DELEGATES REPORT

Hugh noted that California and Washington requested a joint chapter dinner on a riverboat at the September APWA Congress. Hugh Kalani reviewed the membership report by agency and will forward to Diane Warner.

CORRESPONDENCE Bruce reviewed correspondence received during the month. He noted the EPA sanitary sewer overflow program. Steve Baker reviewed the thank you letter from the Burke family.

COMMITTEE REPORTS Conference Committee- Florence conference records are close to being finalized with about \$6000 net income. The conference went very well.

Terry Chamberlin is conference steering committee chair. The Linn County fairgrounds are brand-new and a possible conference site. Also we are looking at the Salem area for a possible conference site.

DIRECTOR REPORTS: Municipal Engineers-Stephanie Reid indicated that Scott Clement would take over the Chair. They will be rotating meeting location every other month to bring in new interest.

Leadership Management- Jon Katin noted that Greg Miller, Chairman is back in Oregon. Emergency Management- has two co-chairs, Katie Bretsch BES, City of Portland and Les Miller, Corps of Engineers. Membership- Diane Warner is the new chairperson and will be doing an update to membership roster Les Lyle noted that we have had difficulty contacting Mike Greg the web master. Les will have his staff assist in the updates. The new editor is Eric Jones and he will be keeping directory up to date. Eugene engineering will do the mailing. The transition will occur in spring 2000. A national database should go to the membership chairman. Newsletter- Steve Baker noted that Eric Jones is the new guy. We need an update of the committee goals and

purpose statement and include on the web site. We need their budget needs. Foundation Report- Reviewed e-mail from Dan and Lori. The Foundation needs \$14,500 to make their \$100,000 goal. There was a discussion on the affect of dropping our reserves to a low level. There was a motion to include a donation to the Foundation for \$910.00 (gizmo moneys). A friendly amendment to drop the money market down by \$3000 and for a total of \$3910. Jon Katin abstained from the vote. The motion as amended was approved. We do intend to develop additional programs for member benefit. The next Foundation meeting is next Friday Brown's Ferry Park

OLD BUSINESS Judy Arasmith with ESI discussed the current contract. Judy has been involved with APWA since 1986 Judy reviewed the incident at a recent workshop. There are guidelines available at the National level to address some of these issues. In 1982 Skeet Arasmith began organizing the education sessions. In 1992 they changed the name to Event Solutions Inc. ESI now has a staff of three. They use a team approach for the office. In 1990 they completed 19 events. Jeanie Nyquist took over as education chair in 1991. Now we average about 13 events per year. The chair oversees the big picture of the program and areas like the long-standing relationship with Oregon Technology Transfer Center. Surveys of satisfaction indicate that ESI is ranked high. Debbie is the account manager for APWA. Event planning is fun for ESI and sometimes they will go ahead and do things even though they don't charge for them. ESI is highly motivated to continue the contract. They would hold their current rate for four years. The contract would expire on June 30, 2000. Future agenda item is record retention: what to keep and how long. Awards-- Stephanie is working on awards

NEW BUSINESS Bob submitted the proposed 2000 budget. If we need to change any budget items at the December meeting we will do a supplemental budget adjustment.

The meeting adjourned at 2:35 PM. our next board meeting will Dec. 10, 1999 at 9:00 am at:

NW Natural 3123 Broadway NE, Salem, Oregon

Committees will be 9-11 noon with a business meeting after Lunch. Committees need to supply goals, objections, and budget needs.

Respectfully submitted,

Ronald D. Polvi, PE Secretary

October 1999

Comments

MINUTES BOARD MEETING Oct 6, 1999, Florence Convention Center Florence, Oregon

Presiding: Bruce Erickson-President Recording: Ron Polvi, Secretary Present: Les Lyle-President-Elect Ron Polvi, Secretary Bob Deuel, Treasurer Terry Chamberlin, Past Pres. Hugh Kalani, National Delegate Steve Baker, Director Ted Kyle, Director Stephanie Reid, Director

Dave Haskell, Director Jon Katin, Director Mary Meloy, Director James Hansen Lori Faha Andy Hoefler Jeff Ballard Dan Boss

BOARD MEETING The meeting was called to order by President Bruce Erickson at 9:06 a.m. The Aug 13, 1999 meeting minutes were approved as corrected.

TREASURER'S REPORT Bob Deuel noted expenditures for August 1999. Income from stencil sales totaled over \$2000. Expenses for the year are tracking very well. We are ahead on income projection. Bob reviewed the education fund accounting. The treasurer's report August and September was approved as submitted by Bob Deuel.

DELEGATES REPORT Hugh Kalani reviewed the National House of Delegate's meeting in Denver. (See attached written report).

CORRESPONDENCE Bruce reviewed correspondence received during the month. Noted the EPA sanitary sewer overflow program. The Southern California chapter has a video available for student information. Long time APWA member Al Van Horn has passed away recently. Dave Vargas would like to find a replacement for the newsletter editor position. Please forward any suggestions for the newsletter chair to Bruce Erickson.

COMMITTEE REPORTS Conference Committee- Spring Conference 1999- Ted Kyle reported the accounts closed at \$4300 net profit. Les discussed the fall conference program. Currently 112 delegates are registered for the conference. You can now download the membership section on the web. Please write in corrections and it will be updated. Also photos will be taken during the conference. CEU sheets are available including the Wednesday session.

Mary Meloy noted the Spring 2000 will be in Portland, Oregon at the Doubletree Hotel (old Red Lion Lloyd Center) April 5-7, 2000. The bottom floor of the parking structure will be available for exhibitor equipment show. The fall conference is Oct 11-13, 2000 in Ashland, Oregon. Possible locations for 2001 in Eugene or mid Willamette Valley area. For 2002 possible sites in Bend or Redmond. October of 2002 will be a joint conference with the Washington Chapter. We might consider a joint meeting with Idaho or Northern California. We should consider marketing the Ashland conference in Northern California Chapter.

DIRECTOR REPORTS:

Newsletter-We are looking for a replacement for Dave Vargas.

Leadership and Management-Jon Katin noted that Greg Miller has been attending to family matters in Europe and is still out.

Steve Baker reported that Lance Burke has undergone rehabilitation therapy in Salem. They are now looking for additional therapy in Bakersfield, California. The Board discussed the options to help support Lance's therapy. It was decided to have the proceeds from the gismo and natural gas bar-b-q go to help the Burke family expenses.

Foundation report- Lori Faha requested additional time on Dec or Jan agenda to discuss the Foundation proposals. (See attached written disbursement report). The Foundation's Annual meeting is on the Friday morning. Two positions are coming up this year, Gordon Merseth and Mike Soderquist. Gordon will continue and Bob Adams is nominated to the vacancy. As of August 31, 1999 the Foundation balance is \$91,234.52. Disbursement policy will be reviewed at the business meeting. It was moved to have the Foundation Fund issues on the Nov meeting. Motion has approved.

We discussed having a joint meeting with the APWA Board and the foundation board. Scholarship committee gets application and Foundation Board makes the decisions. By no longer having student memberships has caused the recruitment to be poor for scholarships. The Board is considering a future scholarship in the water/waste water field.

Nominations-Terry Chamberlin reported that there are three positions open with four candidates. The membership will vote for three. The candidates are Jim Gillem DEA, Greg Miller, Washington County, Jon Katin, City of Corvallis, and Ken Stoneman, ODOT.

OLD BUSINESS There was discussion regarding the ESI contract next year. We will review putting together an RFP at the November meeting.

NEW BUSINESS

Stephanie Reid is working on the awards nominations. We are looking at submitting the PACE award application by June 2000.

The Board approved to update the Quicken software for \$50.00.

The Budget will be discussed at the November meeting.

The meeting Adjourned at 11:18 am. Our next board meeting will November 12, 1999 at 10:00 am at: 1st floor conference room Eugene Public Works Department Engineering 858 Pearl Street Eugene, Oregon (541) 682-5291

Respectfully submitted,

Ronald D. Polvi, PE Secretary

December 1998

Comments

MINUTES BOARD MEETING December 11, 1998 Eugene, Oregon

Presiding: Terry Chamberlin, President

Present: Les Lyle, Secretary/Treasurer Jeanne Nyquist, Past President Hugh Kalani, National Delegate Bob Deuel, Director Jon Katin, Director Stephanie Reid, Director Paul Klope, Specs Committee Chair Jim Hansen, Municipal Engineers Ron Polvi, Director Greg Miller, Leadership and Management Committee Chair Eric Jones, Public Relations Committee Chair Lou Bruneau, Emergency Management Committee Chair Recording: Les Lyle, Secretary

PLANNING SESSION

The board was called to order by President Terry Chamberlin at 9:00 A.M., in Eugene, Oregon.

The draft Chapter Strategic Plan was discussed. Goals and objectives for the three year plan were refined along with the chapter workplan for 1999. Attached is the final Chapter Strategic Plan and workplan for 1999. Les agreed to send an e-mail distribution list for the board and committee to Gregg Miller for IGR activities. BOARD MEETING

The meeting was called to order by President Terry Chamberlin at 12:40 P.M. The minutes of the November 13, 1998 meeting were approved as submitted.

TREASURER'S REPORT

The treasurer's report was approved as submitted.

DELEGATES

Hugh Kalani reported on leadership training and needs to know who is planning on attending by December 23rd, 1998. This training is intended for the executive board members and will be held in March, 1999, on a Sunday and Monday. Lodging is \$226.00 per person with a \$42.00 shuttle cost and \$75.00 registration. Total cost per person is \$353.00 not including airfare. It was agreed to fund up to three (3) people up to \$500.00 each.

CORRESPONDENCE

The Consulting Engineering Council of APWA is implementing a national program for a qualification based selection process for consultant service. Grants are available to assist in the establishment of a QBS program for local agencies . Under the QBS approach, price is not a selection criteria. It was concluded by the board that the Chapter would not participate.

A letter was sent from National APWA regarding promotion of a new book on Public Works history.

COMMITTEE REPORTS

Spec Committee Report: Paul Klope gave an update on the status of the joint Spec efforts. Staff are currently merging new additions and standard details. Numbering is proving to be very complicated. Paul says that 99% of the draft specs are complete. Goals for 1999 were identified and they still plan to publish by next fall.

Paul is still talking to the Spec Steering Committee about the guidance manual / user guide. (See attached memo). He is concerned our contribution may not be adequate to allow ODOT to proceed.

Terry Chamberlin mentioned an ad hoc pipe user group meeting he attended and where they discussed concerns about what is missing in the current round for preservation and maintenance activities. This group is working on rehabilitation and in-place repair spec details with several consultant groups involved.

Paul also reported on the annual AGC/ODOT meeting and discussed issues from respective organizations. There was a lot of good give and take. This may be a forum for local issues and there may be a way for APWA to be involved.

Paul referenced an internal letter about metric and ODOT's commitment to that standard. Also a letter to City's and County's is being drafted regarding the metric standards.

Emergency Management: Lou Bruneau provided the national committee report. A staff person has been assigned to represent APWA. They as a committee previously have established a pretty aggressive agenda. The APWA representative seems more focused on publishing products as a priority. The first product is a resource document on how to prepare an emergency plan - a consultant is assisting. There are concerns about completeness and usefulness of the current version - much discussion on how to proceed.

Lou Bruneau will likely leave the City of Portland at the end of 1999 and will probably need a replacement for his committee chair. The Board recommended Dan Boss and his replacement.

Transportation Committee

OTCDC requested the mailing list for the newsletter and the Board agreed. Training options were brain- stormed and signage was recommended. Partnering with OTCDC would be desirable goal for 1999. A report was submitted.

Conferences

Jeff Ballard will visit the Hood River site as a potential for a 2000 conference. For the Fall 1999 conference, we will try to get Ashland to host. George Drake and Ted Kyle are co-chair for the Spring conference at Welches.

NPDES PHASE II

There was no new resolution on key issues such as the thirty-nine percent overhead rate, critiques of seminars already held, information to potential speakers,-risk - who bears losses, logistics of the conference. Deborah Evans lead from APWA, Ron Polvi will be contacting to get additional details.

New Business

The next board meeting will be held on January 15, 1999 in Corvallis. The following is a list of board meeting dates and locations for 1999:

February 12th - Tualitan March 12th - Welches April - Spring Conference May - Salem June 11th - Seaside July 9th - Redmond August 13th - Medford September - National October - Ashland November 12th - Eugene December 10th - Salem

Foundation Gift

It was decided to evaluate the website enhancement costs first then evaluate in early 1999. The reasoning for the \$1000.00 donation to the Foundation is being looked into. (Student Scholarship)

Misc.

Send copies of minutes and strategic plan to Rhonda Whilhite at National and include Dwayne Kalynchuck in distribution (review our current distribution list).

No funds to speakers; include that in the letter to speaker coordinators.

November 1998

Comments

MINUTES EXECUTIVE COMMITTEE MEETING November 13, 1998 Medford, Oregon

Presiding: Terry Chamberlin, President

Present: Les Lyle, Secretary/Treasurer Jeanne Nyquist, Past President Hugh Kalani, National Delegate Bob Deuel, Director Jon Katin, Director Stephanie Reid, Director Paul Klope, Specs Committee Chair

Recording: Les Lyle, Secretary

SECRETARY'S REPORT/MINUTES Presented by Les Lyle.

The meeting was called to order by President Terry Chamberlin at 10:00 AM in Medford, Oregon. The minutes were approved for both the board meeting and the business meeting held during the October conference in Pendleton. On Friday, November 20th a Special APWA Meeting will be held at the Creek Side Golf Club, in Salem, Oregon. Everyone who attended the Executive Meeting in Medford on Nov. 13th indicated they plan to attend. See Attached information regarding meeting. There was discussion of Nationals' request for new board members names, e-mail addresses, etc. Other related information outlined in the letter dated Sept. 29, 1998 from Rhonda Wilhite was discussed as well. It was agreed that most of the requested information was readily available on the website and we would see if that would be an acceptable form to provide the information on an ongoing basis. See attached copy of the letter.

TREASURER'S REPORT Presented by Les Lyle.

There were a couple of questions about the preceding conference proceeds that were explained.

It was moved that the Treasurer's Report be approved. The report was unanimously approved.

The 1999 Proposed Budget Report was approved as submitted (see attached).

DELEGATES REPORT

There will be leadership training for board members in 1999. Dwayne Kalynchuck, Region 9 Director, will be sending out cost information.

March 6th and 7th, are the tentative dates for the training. It will be focused on training of the Executive Board members. Hugh will get information on details for the Nov. 20th meeting. Stephanie questioned the status of two names she submitted to National for National Committee roles. Let Jerry Fay, President elect, know if you are interested. Hugh will send a note to Dwayne Kalynchuck . CORRESPONDENCE

National Strategic Plan: Our letter to National regarding full board participation was received by Mr. Miller, National President. He discussed concerns with Terry Chamberlin. One week later Dwayne Kalynchuck e-mailed Terry indicating that there will be full board participation.

A letter from APWA National regarding State Governmental Affairs Program requested whether our chapter was interested in participating in this program. We need to reply before the end of the month. The Board agreed to participate. Greg Miller, IGR Chair, will be requested to take on the role for the chapter.

The League of Oregon Cities is requesting to know whether the chapter is interested in participating in the Local Government Support Center. We agreed to review the program more thoroughly before responding. There may be some overlap with the Nationals Program. Greg Miller will be requested to evaluate. Lance Burke Golf Scramble fund raiser: Chapter will sponsor a hole for \$200.00. Jeanne committed to Lincoln City and the Board approved. Expense will come from the miscellaneous account.

We received a thank you from OSU for the scholarships that were given.

COMMITTEE REPORTS

Communication Task Force - Les Lyle reported

Les indicated that the classifieds section has been updated and we will make every effort to purge old postings on an ongoing basis. Eric is trying to get digital photos from Pendleton for the home page. Check it out. We will be contacting the spring conference Chairperson to see if they have anything yet that can be posted to the website.

Board Liaison Reports

Bob Deuel reported:

Dave Vargas will be unable to attend the Nov. 20th strategic planning meeting. There is a Public Administration Scholarship that people should consider for their employees. Newsletter articles are due on November 15th. Dave has no articles yet. Jeanne agreed to be the lead on getting pictures from the conference and reporting on election results.

On November 20th, Byron Meadows, Transportation Committee Chair, attended a joint meeting with Oregon Traffic Control Devices Committee of ITE. They are trying to put a program together for the spring conference. There was a suggestion that ODOT should participate on the transportation committee. There is only one employee who is currently a chapter member from ODOT. Terry will write a letter the Grace to encourage more participation by ODOT.

PR Committee - Classifieds are now updated on the website. Articles regarding recent elections of board members will be submitted to local papers.

Stephanie Reid reported:

Metric Task Force - There was limited response from the survey conducted during the conference. They are looking for options getting feedback about metric specs and concerns/issues regarding that conversion with the joint ODOT/APWA spec process currently underway.

The Municipal Engineer Committee will be updating their mailing list. Stephanie will work with Eric Jones to get the current website listing.

Paul Klope reported

Ryan Sissen, Membership Chair, is starting with a new firm. He will lead general civil work. Staff from ODOT are interested in membership. Paul recommended a letter be sent from Terry to Grace about the current membership (only one representative from ODOT). The joint spec effort is a bridge with APWA for Federal Aide Specialists and others who are interested.

Paul suggested that the chapter strategic plan include a partnership with LOC/AOC .

Terry Chamberlin reported

At the December meeting there will be goal setting. Terry will send out a letter inviting committee chairs to attend.

Specifications Committee

Paul Klope reported:

First Installments of draft specs are out for review. Lots of materials are ready for review; 5 to 6 installments over the next several weeks. Drawings will begin to be available for review in January. ODOT is providing a lot of resources in the production and review, etc. 99% of the drafting is completed. The subcommittees are still meeting. There are a lot of details to fit together; one example is numbering. Considerable difference between current ODOT numbering and APWA spec. As a result of the volume of changes, style, etc. the subcommittees have recommend that a user guide be prepared. Paul prepared a memo outlining a proposal (see attached). APWA requested to help financially and to provide resources to put the guide together. The draft specs and final specs will be on-line. This may effect our revenue stream. 10% up to a maximum of \$2,500.00 was recommended as the Chapter contribution by the Board. The Board approved with Jon Katin abstaining. The guide will be a transition tool. Contractors and consultants may use the guide the most. It was suggested that a quick reference guide or executive summary would be most useful verses a very detailed document. Sale of specs has not yet been resolved. The role and relationship with ODOT needs to be established. We may need to purchase them from ODOT to add package with our manual for sale. An APWA National Committee is in the process of preparing a Construction Training Course. They are preparing a curriculum with the assistance of a consultant. The first draft is completed. The training goal is 1999. Paul has reviewed and feels the draft manual needs to be improved.

CONFERENCE REPORT

Spring Conference 1999 will be held at Welches on Mount Hood

The Hood River facility is being explored for future conferences. The layout of the facility is spread out like a hotel. One breakout room is rather small. Registration could be near exhibitors.

We need to let exhibitors know they may attend the technical sessions. They may purchase real tickets, which may be part of the table price.

The conference manual was delivered to ESI for final edits.

The convention center in Florence is also being explored for a future conference.

EDUCATION

Jeanne Nyquist reported:

The Education Financial Report was distributed. The Safety Workshop with increased registration, was well over minimum. Florence short school will be a good one. We should break-even on the education program for the calendar year. Certificate of PW Management - recently reworked the interest survey. It was tested at a resent training with assistance from Steve Baker. Jeanne will do some more work to refine and test the survey. The primary focus of the survey will be in the Portland Area. We need twelve students minimum. The curriculum needs to be established. Employee scholarships may help with the marketing. A marketing plan needs to be established. Jeanne inquired whether the Board had previously made the decision to transfer an additional \$1000.00 to the foundation. The Board had not, however, they will review the

budget in December and will surplus a portion of remaining funds to the foundation. This approach will be an on-going process. Expenses for the foundation were previously agreed to that the chapter would cover expenses and budget a line item for foundation expenses. It was recommended that Les e-mail Dan for the estimated amount.

SPRING CONFERENCE PROGRAM AGENDA

The Board made minor adjustments to the conference agenda. Les will send out an e-mail to the committee chairs on their suggestions. The Board is looking for ideas for workshop topics.

PHASE II WORKSHOP

Jon Katin reported:

The joint meeting between ACWA/APWA was held on Tuesday, November 10th to discuss workshop logistics. Eighteen ACWA members and one APWA member and National representative, Debarah Evans, attended. May 20, 1999 is when the workshop will be held, see material attached. The Board reviewed agendas from two locations that have held the workshop to date. Speakers for the Oregon session need to be secured. The preliminary budget highlighted which areas will be covered by registration fee. The overhead is 39% for Nationals services. Deborah is checking with National on this cost to determine what services are provided and if the rate is negotiable. The Board also was concerned regarding how any profits would be distributed if we contribute the requested amount of funds. ACWA committed to splitting the costs not covered by the set registration; \$1000.00 each Jon indicated we need resources to help get the word out to ensure we get the registration numbers we need to break even. A committee needs to be established for speakers, agenda, etc. The Board made a qualified approval for the \$1000.00 as long as we don't lose any additional revenue. We will discuss this at the next meeting. Two names were identified that may help ACWA/WRC with logistics. We need to review the results of the first couple of workshops to further refine the program and speakers. Jeanne and Terry will meet with WRC/ACWA to try and assist in putting details together. Ron will also participate. Jon will represent Corvallis.

AWARD NOMINATIONS

Chris Andersen cannot be nominated for the top 10 Public Works Director since she is on the National Board. The Board recommended Don Schut as our candidate for this award.

We need to submit a number of nominations for the various categories to qualify people to apply for the PACE Awards. The Nomination Committee will be submitting the following nominations for awards:

Donald Stone Award - Jeanne Nyquist Swaringen Award for outstanding local service - Gene Appel

MISCELLANEOUS

Terry C. distributed the PNPCA conference program. He suggested it may provide program ideas for our conferences. They were given to Jeanne for Education training program ideas. Terry is working on partnering with PNPCA..

The December meeting will be held in Eugene on December 11th from 9:00 AM to 12:00 PM (planning) and 1:00 PM -3:00 PM (board meeting).

October 1998

Comments

OREGON CHAPTER APWA Executive Board Meeting Convention Center Pendleton, Oregon
October 14, 1998

Presiding: Terry Chamberlin

Present: Terry Chamberlin - President Steve Baker - Director Ron Polvi - Director Dwayne Kalynchuk - Region IX Director Bob Deuel - Director Stephanie Reed - Director Jon Katin - Director Hugh Kalani - National Delegate Gerald Odman - Conference Chair Gordon Merseth - Foundation President

Recording: Les Lyle, Secretary/Treasurer

MINUTES

The meeting was called to order by Terry Chamberlin at 8:10 a.m. at the Conference Center in Pendleton, Oregon.

Thanks to Ron Polvi for taking the August minutes during the meeting. Minutes were unanimously approved.

TREASURER'S REPORT

Board members had questions on the report regarding income/expenses for line 670. Following the meeting, Les found that the issue was one of a revised report format. During the Friday business meeting Les explained that the report was now broken down into two categories - chapter expenses/income and all account expenses/ income. The headers on the report will be modified to make that distinction more clear. The treasurers report was approved during the business meeting unanimously.

Terry Chamberlin noted that the Event Solutions expenses will be higher this year in part due to covering six months from the prior year. We need to look at cash flow and confirm we have an adequate balance to address request for the balance of the year.

The board discussed the request from Lori regarding stencils. We will review the funding availability and allocate as much as we can for the purchase of stencils. The City of Eugene may take on the role of selling the stencils. The expenses have always been recovered by sales.

DELEGATE'S REPORT

Region IX Delegates Meeting - September 13, 1998

The summary report was presented by Hugh Kalani. The report is attached. Included in the report are summaries of activities by other chapters within our region.

Certificate of Public Works - Alberta chapter prepared a brochure and Hugh handed out a copy. There is great support for the program and to-date 88 public works professionals are certified.

Washington Chapter is preparing a history document. It has been in the works for some time and everyone is interested in seeing a copy.

Presented highlights of what other chapters are doing (see summary attached).

Leadership Training - Session put on by National for chapters in conjunction with Region IX Spring 1999 Delegates meeting. Three different locations are being considered including Banff, Alberta, on March 7 and 8, 1999. Banff seems to be the preferred site. Managing contract membership, education, and certification will be topics for the training Oregon chapter may need to budget funds for the training

Discussed National proceeds. National is financially doing well.

House of Delegates meeting - September 13, 1998 (see attached minutes):

The New Business Manager, Peter King, was introduced and has strong credentials. We need to invite him to the Spring Conference.

Delegates discussed the goal of increasing membership by 10 percent.

President Elect Bob Miller commented that APWA should create a strong partnership with the schools at all levels. It was suggested there be a national contest and awards would be received at National. Ideas are being solicited.

Bob Miller also suggested that accreditations program promotion is a priority.

Dues - Delegates recommended that chapters be allowed to charge dues but to not exceed 25% of Nationals. National may be able to collect for chapters and that they not be optional. National APWA staff are reviewing the proposal.

With recent National dues increases, the rebate to the chapters stayed the same. House of Delegates requested a percentage increase automatically with National increases; the staff will review. National has guidelines for Chapter dues.

President's Round Table (see attached):

Some lobbying can occur by Chapters with limits established by IRS.

Chapters can request special assistance or financial aid for special projects.

National wants to have our input on the strategic plan.

It was recommended that there be a larger rebate from National to chapters for dues.

Treasurers' term suggested being two years or maybe three due to learning curve.

Recommended a thirty-five percent unrestricted contingency best established for chapter budgets. Can have more if in a dedicated fund.

Oregon chapter budget is getting to be much more of a challenge; because we don't have as much of a margin given recent cost increases in board support, website, etc.

National Board of Directors meeting - The meeting notes were discussed (see attached). Washington Chapter expenses on history document was also discussed.

Annual Business Meeting - Separate reports were submitted by various committees. Ask Hugh if you want copies.

2006 National Conference - Looking for suggested sites.

Membership - There are 655 members in the Oregon Chapter and year-to-date there are 63 new members.

REGION IX DELEGATES REPORT - Dwayne Kalynchuk presenting

Peter King is the new executive director. The process included the use of a recruitment firm, the position was advertised nationally, 85 applied, six interviewed, and one applicant was from South Africa.

Peter has two girls and two boys in the family and he drives a minivan.

He'll work out of the Washington, D.C. office. Space is an issue.

Strategic Planning - We need to ask ourselves, "What services do we expect and need from National ?"

1998 Congress - \$24,000 was spent on publication. Registration is 30 percent more than 1997 figures.

Asset Management in Public Works - this is a topic that will be a focus for National. A summit was discussed and a plan is being prepared.

Certification Task Force - Nationals approach is being linked to Chapter efforts. Accreditation is up and running. Now the focus is on individual persons accreditations.

Nationals budget is being prepared and we are looking at a more user-friendly format.

Dwayne reinforced that APWA needs to be in position for Internet education and the strategic plan needs to shape how we approach the millennium.

Regional Board meetings on the west coast is very difficult due to the distance between chapters. National may be able to assist.

Terry Chamberlin raised concern about representation for Northern California. Terry will send an education program to that chapter to see if we can accommodate in some way. Maybe we can incorporate a mailing list with ESI for trainings. The board also concluded we should consider expanding the invitation list for conferences, especially when in Ashland. Some felt we may not get a response given there is already limited involvement in our chapter with Southern Oregon. All felt it was worth a try.

National Strategic Plan - It was agreed that Terry and co-authors would send a letter to Bob Miller that we highly recommend that the full Board participate in the development of the plan; not a subgroup. This is a very critical planning document.

November 30, 1998, is the date set for the chapters strategic planning session. This will be from 10:00 a.m. to 2:00 p.m. in Salem.

CORRESPONDENCE

Terry attended Small City Session at Congress and a report is being prepared. He may have volunteered to participate. He wasn't sure after the long nights at the tables. Most membership is from small cities of less than 50,000. Suggesting this be a forum group.

Position postings on the web site - What's our standard for public/private firms? The board concluded that both should be able to post without restriction.

A quality-based selection memo on consultants is available.

COMMITTEE REPORTS

Education Foundation - Jeanne Nyquist reported

Lost \$7,000 due to stock market. There is a \$70,500 balance.

Monies need to be transferred from Seaside proceeds for the Gizmo. It is five dollars for each registrant and we need to check with the Seaside Conference Chair on how many registrations there were .

Dispersal of funds - Lindberg Fund - Each year \$7,000 is transferred from the chapter to the foundation for scholarships. Most monies go to the general fund until \$100,000 has been collected. This was the original policy. The Lindberg fund raising event is an example where the funds were put in the general fund, but the foundation would like to address those proceeds in a different way since they are a named fund. They would like to take \$2,000 of the \$7000 from the Board and keep and disburse \$2,000 as a Lindberg scholarship. This would be done just for this year and they are working on longer-term solution. Ultimately the foundation wants to make sure we are all clear regarding the purpose and goal for various funding efforts. There will be two Lindberg scholarships to Portland State students. This proposal was supported unanimously by the board for this year.

Fund Raising - A letter was submitted from Mike Soderquist that recommends members consider including language in personal wills for the foundation.

All agreed that APWA should be better recognized in colleges regarding scholarships. This is more of a liaison role by Board and others to inform of the benefits of the scholarship.

The golf tournament at the Spring Conference will be for fund raising.

The 1998 scholarship awards were identified.

Employee Scholarships - Open to public work's profession - \$250 employee scholarships. The board concluded the disbursement policy needs to be changed to clarify who can qualify.

NOMINATIONS - Jeanne Nyquist presented

Lance Burke - We will leave him as Treasurer for next year 1999.

Appoint Bob Deuel as interim Treasurer, but his term as Director is also up. Dave Haskell will fill Bob Deuel's role as a director on an interim basis.

Handed out profiles for candidates.

COMMUNICATIONS - Les Lyle presented

Newsletter - Recommended that an article be prepared for the next newsletter indicating that postings of private sector positions can be made on our website.

Discussed classifieds, updating process, and selling space on the site!

CONFERENCES - Mary Meloy presented

Spring/Fall 1999 Conferences: Welches coming together for Spring 1999. Ted Kyle is doing a great job in organizing. Conference will be held April 18, 29, 30, 1999.

Ashland - Fall 1999 - Bob Deuel has researched a local catering firm. They charge 15-percent gratuity, and 5 percent to Ashland as add on costs. Need to guarantee 75 delegates (rooms) to guarantee facilities are free. Will continue to explore one other firm. The caterer agreed to proceed with October 19-22, 1999. Looks like Ashland is a go for Fall 1999.

Spring 2000 - Hood River Inn/Columbia River Inn are being considered. Sunriver was suggested.

Pendleton - Jerry Odman, conference chair for Fall, 1998 conference, reported that they are ready. There will be 100 delegates and 27 exhibitors.

A workshop on retirement is being provided but the number of pre-registrations is low.

Passed out golf tee times at the Casino course.

Reviewed program.

Seven thirty is the open forum meeting (strategic plan). Agreed to \$25 prize drawing for attending.

Barbeque drawing is Friday for filling out form for strategic planing.

CERTIFICATION IN PUBLIC WORKS MANAGEMENT

Jeanne Nyquist reported:

Certificate in Public Works Management - task force has meet and established the following.

Target audience-supervisors/managers without degrees.

Working with OIT Portland campus.

Need to do survey to determine interest.

How do we get into hands of people interested ? Thought is that initial market in Portland will help to establish interest and sustain ability.

Tuition payment by agencies, is there support? Board suggested sending information to public works directors to gauge support. Maybe do a subset or mix of communities.

Need core group of 12 people for initial program.

Steve Baker indicated Beaverton very interested. He recommended the November 3, workshop would be a good forum for informing people about the program. Jeanne will also inform IGR groups and HR staff about the program.

Are there timing issues, e.g., time of day, time of year. Please let Jeanne know.

OIT representative is excellent. Dave Vargas will also help with the program. development.

EDUCATION PROGRAM

Jeanne Nyquist handed out report. We are presently Two thousand dollars in the hole, but anticipate being in the plus (black) by the end of the year. Ted Kyle was recommended as a new chair for the Education Committee.

SCHOLARSHIP RECIPIENTS

Schools have identified recipients, and the board supported the identified candidates.

STRATEGIC PLAN - A survey is in the registration packet

STORMWATER CONFERENCE - Phase II

Deborah Evans coordinating for National Date set and location will be in Corvallis Joint effort with ACWA May, 1999 Bill Wright - WRC Chair coordinating for APWA but Board recognized that they may need to provide some assistance due to his illness. Board recommended that there is a need to convey to out of state people how to get from Portland airport to conference.

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Oct. 1998 Business mtg

Comments

OREGON CHAPTER APWA Fall Business Meeting Pendleton, Oregon October 16, 1998

Presiding: Terry Chamberlin Present: Terry Chamberlin - President Paul Klope - Spec committee chair Hugh Kalani - National Delegate Dwayne Kalynchuk - Region IX Director Jeanne Nyquist - Education committee chair Chris Andersen - At Large Mary Meloy - Director Steve Baker - Director Bob Deuel -Director Jon Katin - Director Stephanie Reid - Director Ron Polvi - Director Chapter Members Recording: Les Lyle, Secretary/Treasurer

MINUTES

The meeting was called to order by Terry Chamberlin at 8:00 a.m., in Pendleton, Oregon. Merle Langley moved that the minutes be approved for the business meeting at the Spring Conference in Seaside. Minutes were unanimously approved.

TREASURER'S REPORT

Paul Klope asked for details on spec income. The treasurer agreed to provide that information. The treasurer explained that the report was now broken down into two categories - chapter expenses/income and account expenses/income. The headers on the report will be modified to make that distinction more clear. The treasurers report was approved unanimously.

DELEGATE'S REPORT

Hugh Kalani presented the summary report. (See meeting notes for Executive Board Meeting on October 14, 1998.)

Presentation highlights:

Dues returned to Chapter - National Delegates recommended that an increase in the National dues be indexed, so that the chapter rebates are also automatically increased. Staff is reviewing.

Delegate's Region 9 Meeting - Most chapters have conferences annually, and these conferences are a key revenue source for the chapters.

The New Business Director is Peter King.

The National APWA web site is up and running.

Nationals Annual Business Meeting - Committee Reports - contact Les Lyle for copy.

Several partnership agreements processed by National include: Water Works Association, Institute for Transportation Engineering Partnership, National Association of Transportation Technology Transfer Centers, Association de Municipios de Mexico and Equipment Maintenance Council. For more details contact Hugh Kalani.

National Director Report - Region 9 - Dwayne Kalynchuk

Strategic planning is the key agenda that National will be focusing on over the next few months.

National Committees - Let your chapter board members know if you are interested in participating on a national committee.

Chris Andersen - At- Large Director National Board

Chris reiterated that most national committees are available for participation. Water resource committee has openings.

See Chris or chapter board members if interested - a note of interest is all that's needed.

COMMITTEE REPORT

Education Committee - Jeanne Nyquist presented

They will hold a snow conference in November. This is earlier than in prior years.

Certificate in Public Works Management - this program is modeled after several other management training programs. Thirty-nine credit hours can be applied to associate or bachelors' degrees.

- The initial program will be held in Portland at the OIT campus. Hopefully this location will help in promoting the program. Nine credit hours are focused on public works technologies. Dave Vargas will be helping;

One thousand dollars as been budgeted for public employees scholarships - (\$250 per person).

May - Stormwater Phase II - Corvallis.

" Overview of Public Works ". APWA helped OSU in putting this class together and it will be a senior level class.

IGR Committee -Rich Girard presented

Rich reported that there is a public works resource manual on partnering, that the committee has completed. Each agency can pick up a copy. Rich agreed to send an electronic version to Les Lyle; to see if it could be posted on the website.

Maintenance is partnering with ODOT. It is a committee focus and Doug Tyndall at ODOT is helping. AOC is also working with ODOT/APWA to accomplish this common goal.

The Committee may explore public and private partnerships.

Spec Committee - Paul Klope presented

Publication for the Spec Committee is planned for next August.

Draft version is being prepared for review and comment.

Let Paul Klope know if you are interested in being put on the list to receive a review copy;

George Drake and Stephanie Reid are working on the Metric Conversion Discussion. There are Issues and concerns regarding putting the spec out exclusively in metric. George and Stephanie have established a core group of six people to work on this issue. They need our ideas; a questionnaire is being prepared to get a handle on the issues and concerns. This effort is a part of the work program for the Quality Improvement Committee.

Conference Steering Committee - Mary Meloy presented

April 28, 29, 30, 1999, Welches, Spring 1999 conference

Ashland - Fall 1999

Still exploring year 2000 locations

Mary would appreciate any ideas of locations

Transportation Committee - Byron Meadows presented

Working with ITE Chapter to do joint workshop and training effort.

Planning on recommending conference programs and securing speakers.

This is a committee of three - if you are interested in participating on the committee please let Byron know.

Leadership and Management Committee - Greg Miller presented

The Committee is interested in having APWA be more involved in the legislative process; they are evaluating our role.

Talking with LOC/AOC about a role for APWA and how to be more effective.

Will let Les Lyle know what web site addresses to put on Oregonapwa.org for monitoring session activities.

Working with Education Committee on training opportunities.

Communication Web Site - Les Lyle presented

The Classified section is being edited to delete old information. Will set up a schedule to purge records on an ongoing basis.

Both public and private agency members are welcome to enter job available information on the site. Les asked that a date be included that indicates when the posting is closed and can be deleted.

Still trying to get some feedback from Mike Gregg on enhancements to the classifieds and possibility of selling banner space on our site.

Requested any new links be submitted to Les for adding to the site.

BOARD ELECTIONS - Jeanne Nyquist presented

Lance Burke may be unable to fulfill Treasurer's role in 1999. Lance is doing well and is improving day-by-day. We will leave him in the role. Bob Deuel will fulfill an interim role. Lance is hoping to take on part time work in Lincoln City in December.

Dave Haskell will be interim director for Bob Deuel.

STRATEGIC PLAN - Ron Polvi presented

Summary of the Thursday breakfast meeting on the Strategic Plan was handed out. (see attached) Priorities for the plan were identified

The Board will discuss the plan development on November 20.

Many people helped in preparing for this phase of the process; they are much appreciated

Bob Deuel won the drawing for \$20.

GOOD OF THE ORDER

Gordon Merseth

Participated in ICMA/LOC discussion on IBOGR, he requested to support ongoing funding. Terry will prepare the report.

Steve Anderson

Member of ACEC-APWA National Committee.

He suggested stronger liaison with APWA Chapter. His committee held a joint teleconference in August regarding the consultant selection. "Value-based delivery service" is the next focus for 1999, and this links with our Education Committee.

ELECTION RESULTS

Ron Polvi - Secretary Steve Baker - Director Ted Kyle - Director Bob Deuel - interim Treasurer Dave Haskell - interim Director Les Lyle - President Elect Bruce Erickson - President

EDUCATION FOUNDATION MEETING - Gordon Merseth presiding

All chapter members are also members of Scholastic Foundation.

Scholarships are the key focus of the foundation.

Minutes were distributed and approved by the membership.

Dan Boss - Treasurer's Report

\$72,000+ available with goal of \$100,000.

General Fund and Lindberg Fund have been established.

Gizmo is one of our important fund raising efforts during the conference.

Dan recommended we include contributions to the Foundation in our wills.

The goal is \$100,000 and then we will begin to distribute funds from this account for scholarships.

The Foundation is still working on disbursal policies

Nominations for Director - Gordon Merseth conducted

Three-year term for Jeanne Nyquist - unanimous Mike Soderquist - Secretary Lori Faha. - Vice President Dan Boss. - Treasurer Terry Chamberlin will automatically be on the Foundation Board

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August 1998

OREGON CHAPTER APWA Executive Board Meeting August 14, 1998 Pendleton, Oregon

Presiding: Terry Chamberlin

Present: Terry Chamberlin- President Hugh Kalani- National Delegate Steve Baker- Director Ron Polvi- Director Stephanie Reed- Director Bruce Erickson- President Elect Jeanne Nyquist - Past President Gerald Odman Greg Miller

Recording: Ron Polvi

MINUTES

The meeting was called to order by Terry Chamberlin at 11:00 am at the Conference Center in Pendleton, Oregon. The minutes were approved as written.

TREASURER'S REPORT

It was moved that the Treasurer's Report be approved. The treasure's report was unanimously approved.

DELEGATE'S REPORT

Hugh Kalani reported that the chapter dinner at the National Conference in Las Vegas would be at Battista's Hole in the Wall, Las Vegas, Sept. 15, 1998 at 7 p.m. Hugh will send the notes and minutes from his meeting (see attached summary of Delegate's Report).

CORRESPONDENCE

Terry attended a think tank meeting dealing with small community issues in Sacramento, California. This program was funded by the Federal Highway Administration. One more session is to be held this month. Terry is working with Hugh on submitting the PACE Award; we need to think about the top ten awards, one candidate is Christine Andersen. It was moved and seconded to submit Christine Andersen's nomination. The motion passed unanimously.

Terry reviewed the International Suppliers Consortium conference. The conference is to be held on Sept 14, 1998 at the Portland Airport, Sheraton Hotel.

Papers for the Denver Congress are being solicited and abstracts are due Sept 30, 1998.

A Life Membership award goes to Ronald Gross, Public Works Director, La Grande, Oregon. The chapter will recognize the award at the fall conference.

Judy Brown may be an Oregon candidate for the Diversity Liaison to national. Jeannie will talk with her about the position.

COMMITTEE REPORTS

Education Foundation: No report

Future Conferences:

The conference planning guide is in its final draft. Comments are due soon.

Spring 1999: Welshes, OR, April 28-30, 1999, Ted Kiel is chairperson with Joe Drake assisting.

Fall 1999: Ashland Hills lost their food service and the catering is not working out very well. There is no charge for meeting rooms if we have 75 rooms registered. Room rates are \$62.00 and \$72.00/suite. It is okay to proceed with the arrangement.

Spring 2000: Conference is up in the air. Year 2000 location ideas are: Florence, Klamath Falls, and Redmond.

Fall Conference 1998: Pendleton, OR, Jerry Odman. The Board was given a tour of the convention center after lunch by Ted Kennedy, Convention Center Manager. An anchor motel is under construction but it may not be finished by October. Our conference hotel will be the Double Tree downtown. The room rate is \$ 59.00. The convention center rent is a \$800 flat rate, which includes all incidentals, slide projectors, etc.

Golf will be played on Wednesday at a new facility located on the Indian Reservation. This is a non-alcohol facility but coolers may be brought along.

The mailing packet will go out in about two weeks. The guest program will include the Umatilla Tribes Interpretive Center tour. The program will also include the underground tours of the downtown area, Pendleton Woolen Mills' tour, and the museum. Gerry needs to set up an account and receive our advance for setting up the account.

Bruce Erickson will handle the details to set up CEU's for this conference. Judy Arasmith indicated that each conference would be covered under the initial application.

Hugh is arranging Wednesday, a pre-conference workshop on PERS. This will be a 3-4 hour session. The presentation is covering four broad categories that will be of interest to the whole membership. This workshop will be held on Wednesday from 1-5pm. A social will be held at 6:30pm. The Board meeting is Wednesday at 8:00am -10:30am with golf starting at 11:00am.

Various Committees, including Water Resources, Quality Improvement, and APWA Specs (Metric Issue) will have tables reserved for the lunch period.

The Board reviewed the conference program. Most of the speakers are confirmed. Bruce is finalizing the few remaining open time slots. Jeannie will discuss the content of the Emergency Management topics with Lou Bruneau.

AWARDS: Bowes Award- Jeannie will coordinate this lifetime award at the Banquet.

LEADERSHIP AND MANAGEMENT-Greg Miller. Greg requested ideas from the Board. We discussed coordination with the Education Committee. Jeannie suggested additional leadership development programs targeted for upper level managers. The location could be in a resort in the Bend area next Spring. She would like a focus group to call a target market to see what it would take to get in to this type of workshop. Speakers should be top notch. Greg's assistance in putting together the program for that class will help.

National APWA is interested in having the local folk's (intergovernmental relations) report on what is happening in the Oregon legislature. Other areas could give testimony during the legislative sessions. Oregon APWA should work on greater visibility in the political arenas. We need to educate and advise the legislature on public works issues such as the Phase 2 Stormwater rules. National has a pilot program in three states going now. The Oregon Board should pick a simple issue and model our support from the national program. We would like to see our membership get involved down at the legislature. We should obtain the list of proposed legislation for this upcoming session to review for areas of interest. Terry suggested that our first step should be a vehicle of information. League of Oregon Cities does this already. We cannot wait, we need to be pro-active and participate at the legislature. We should be aware of what is going on before it happens.

How do you find out the status of a legislature? This topic would be a great session to have at the conference. It was suggested that at the Spring 1999 conference, a program with the track topic being: "Increasing awareness of public works".

METRIC CONVERSION-Stephanie Reed. George Drake is taking on the chair of this sub-committee to develop a work plan with Kent Bellegue at ODOT. Terry recapped the issue of smaller communities having concern with the joint specification going totally metric. How will this impact them? An even bigger issue is that the massive specification for ODOT may be too complex for small municipalities.

NEWSLETTER- Steve Baker- Dave Vargas indicated that the article deadline is August 18, 1998.

The Board reviewed the draft Resource Manual prepared by Rich Gerard. Our comments or changes need to get back to Rich by August 31, 1998. They need funding for the materials for the notebooks.

The Board moved and seconded the motion to fund \$500 to publish the Public Works Partnerships Resource Manual and have it available at the Fall Conference.

ULCC- See attached report. Bruce asked questions about design locates. Are there penalties if design locates are not completed? A complaint can be filed with the Utility Notification Board and civil penalties assessed. Vac-X subsurface investigation is a method to look at for saving costly utility relocations. Prelocation of utilities in the design phase is cost effective.

OLD BUSINESS

Lance might get back to work in November. Jeannie indicated that he is improving dramatically. But he may not yet be able to serve his term yet.

The Board discussed the 1999 storm water seminar. Terry brought up the issue regarding transportation from the Portland Airport. It was suggested to make sure the arrangements are available to the airport. Ron will check with Debra Evans on arrangements.

Strategic Plan Board needs to set a time to review the strategic plan. We will schedule a half day on November 6, 1998 in Salem (at NW Natural, 3123 Broadway NE) at 10:00 a.m.-2:00 p.m. The new board members should attend this session.

NEW BUSINESS

NOMINATIONS- Jeannie Nyquist, See attached report.

Jeannie reviewed the mix and representation by locations and background mix. It was noted that we should try to get more women involved in our organization's activities. It was moved and seconded and approved as submitted. Motion passed to accept the nomination report.

PUBLIC WORK CERTIFICATION OF MANAGEMENT-Jeannie Nyquist reviewed the meeting she held and goals for the program. See attached handout.

Meeting adjourned at 3:00pm

July 1998

OREGON CHAPTER APWA BOARD MEETING July 10, 1998 Redmond, Oregon

Presiding: Terry Chamberlin, President

Present: Terry Chamberlin - President Stephanie Reid - Director Ron Polvi - Director Hugh Kalani - National Delegate Mary Meloy - Director Les Lyle - Secretary/Treasurer Paul Klope - APWA Specs Committee Chair

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by Terry Chamberlin at 11:00 a.m., at the Juniper Golf Club, Redmond, Oregon.

Corrections to previous month's minutes: The start time of the last meeting was 10:00 a.m. instead of 9:00 a.m. There were also some other minor edits that will be made. Final minutes will be posted to the webpage.

TREASURER'S REPORT

It was moved that the Treasurer's Report be approved. The report was unanimously approved.

DELEGATE'S REPORT

Hugh Kalani reported on the reservations for the Washington/Oregon Chapter dinner at the national conference. The minimum dinner cost is \$51 and up at Andre's. Hugh will check into other options and try to stay close to a \$30 target.

There were no other reports.

CORRESPONDENCE

Membership - Currently the membership is 641. Ryan will prepare a letter for corporations to elicit membership. There was a question as to how many corporate members we have (defined as "any non-governmental including utilities"). Ryan was requested to break down the figures for the board.

It was suggested that Ryan or Terry send a letter to Grace Crunican, ODOT Director and request that she identify a staff person to coordinate memberships for ODOT. During the Seaside conference she apparently was surprised that there was not much involvement by ODOT and pledged to increase membership and participation.

Guide for Satellite Site Coordinator - Terry C. will send to Jeanne Nyquist.

APWA National Snow Conference - the national APWA site selection committee is currently looking at locations for the conference and would prefer a northwest location. Mary Meloy will explore Central Oregon locations (possibly Redmond) for event. August 1, is the deadline to indicate interest. Four-hundred rooms are needed for the two-day event.

Thank you letter - Terry Chamberlin wrote a thank-you letter to Grace Crunican, Director of ODOT, for attending and participating in the Seaside conference.

Partnership Agreement - National APWA has entered into a partnering agreement with the National Association of Transportation Technology Transfer Centers (NATTTTC). Local partnerships now have a model to use.

COMMITTEE REPORTS

Communication Task Force - Les Lyle reported - board approved exploring with our webmaster putting together a proposal for sale of space on our website with revenue potentially to be used for the foundation and a proposal to enhance the classified section in order for those posting jobs also being able to delete.

Future Conferences - Mary Meloy reported - George Drake and Ted Kyle are the Welches' conference chairs (Spring 1999).

Ashland - Fall 1999 - No word from Bob Deuel on the status.

Spring 2000 - Explored Klamath Falls. The current public works director took a job with ODOT. Maybe ODOT can sponsor with assistance from City of Klamath Falls/OIT. Mary will see what she can do. Maybe Dave Vargas can help.

Hood River is interested in hosting a conference in the future. The facility size and hosting could be a problem.

Also, Redmond is being explored as a site. Redmond is renovating the fairgrounds.

Fall Conference (Pendleton) - Retirement Workshop - Hugh Kalani reported that the provider is willing to conduct the workshop during the 1998 Fall Conference. Hugh will contact Jerry Odman about coordination.

Program suggestion - Pavement Management Systems - Jerry has a potential speaker.

It was concluded that the Strategic Plan will be a 7:30 am, Thursday breakfast meeting. There may be a financial incentive for participation.

Draft Program - Ron Polvi is still trying to get Norma Paulus confirmed. Board reviewed draft program (see attached). Everyone got their assignments and will be attempting to confirm, if possible, by next week (July 24). Terry and Bruce will make sure the program comes together. The sessions will be 45-minutes long.

The conference chair should consider chapter the website to post the draft agenda and conference information - Les will check with Eric to see what the PR committee may do to assist making that so. October 14th, 15th, and 16th, are the fall conference dates.

Specifications Committee - Paul Klope reported - KCM has indicated that the 1996 APWA spec update needs to be reprinted. There are 185 pages. Paul requested \$1,500.00 for 300 to 400 sets. Paul will get estimates. There is no net cost to the chapter since we anticipate sale will cover cost. There is some risk, but the risk will be conservative since new specs are anticipated in the fall of 1999. The Board recommended approximately 200 copies due to the short time between now and the new spec being available. The quotes will be approved by the Treasurer.

Metric issues - See the attached memo from Paul Klope.

Board Discussion -

Maintenance service staff needs to be engaged. The current focus seems to be purely on construction. Need more variability in paving specs versus just highway related. Counties have been surveyed and cities should be surveyed to determine what their concerns are regarding using metric specs. Some information regarding case studies within Oregon regarding conversion would be useful to help inform the membership. USA is not going metric, Washington County road departments are. Data conversion is an issue - GIS, pavement-management systems.

How do we get questions posed and issues resolved? This conversion is more than just specs, it has a broader impact.

- Paul recommends a task force with broader interest be established to work through the issues. The task force should be focused on meeting the time line of preparing specifications (Fall 1999). A survey could be prepared by the task force.

- Stephanie Reid recommended that the Quality Improvement Committee be the task force and she will talk with George Drake regarding being the lead. The board recommended he put a budget together with a goal of completing the issues discussion by the Spring Conference 1999. ODOT may assist with communications and other support functions for this effort. After the budget is prepared, it will be presented to ODOT to see how much they are willing to support. Stephanie has been given several potential tasks for member names. Paul will e-mail background information to Stephanie.

Issues that need to be addressed include: What are the incentives to convert? What support can the Oregon APWA chapter provide ? How can we avoid member communities moving away from our spec due to the metric issue yet retain the valuable partnership with ODOT.

Phase II NPDES Workshop - The APWA sponsored Phase II Regional Workshop may need some assistance in pulling the workshop together. Water Resource Committee is coordinating but will not be able to support all the associated tasks necessary to hold such an event. It would be desirable to have someone in Corvallis (Jon Katin??) to co-chair the workshop.

NEW BUSINESS

Terry presented a draft partnering agreement with PNPACA. He would like feedback from board members by e-mail or phone. The final draft will be discussed at the August meeting. Division of State Lands - We may want partnership agreement with DSL. Several communities have experienced permitting issues with certain staff that seem to be overly "by the book". Open communication and flexibility would be important items to address.

The board voiced interest in an Oregon Chapter relationship with the Corps. Terry will see if he can get a copy of the National Agreement.

ACWA may also be of assistance and partner in establishing a relationship with DSL and the Corps. < Lauri Faha was volunteered < Terry will inform her of our request

Terry Chamberlin - ChamberlinT@USA-cleanwater.org - will be changed on the website.

OLD BUSINESS

Mary distributed the latest draft of the Conference Guidebook. The Pendleton conference is the deadline for feedback.

-The Accounting Procedures pages are with the City of Eugene for review - CEU's are very complete now -Andy Hofer will be requested to review photo section - Registration software instructions will be included in the manual

- will explore posting to the website

Pace Awards - nomination procedures need to be in Conference Guidebook - Terry and Hugh will review and prepare materials - deadline for next year is June 1999

Board discussed top ten public works leaders nominations - maybe Chris Andersen or others??? - procedures need to be in conference guidebook as well.

June 1998

OREGON CHAPTER APWA BOARD MEETING June 12, 1998 Salem, Oregon

Presiding: Terry Chamberlin, President

Present: Stephanie Reid - Director Steve Baker - Director Jon Katin - Director Ron Polvi - Director Hugh Kalani - National Delegate Bob Deuel - Director Dave Haskell - Spring Conference Chair

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by Terry Chamberlin at 10:00 a.m., at NW Natural Gas Office, Salem, Oregon. There were no comments or corrections to the May board minutes. The Board meeting minutes of May 8, 1998, were approved.

In addition, the board reviewed the minutes from the business meeting held during the conference. A correction was noted regarding the spelling of one of the chapter members name. The necessary corrections have been made and the minutes will be ready for the fall conference.

TREASURER'S REPORT

Board members raised questions regarding ESI billings. Billings have not been submitted for payment apparently since November. Jeanne will review and submit to the treasurer for payment. Terry will contact ESI about Board support billings and request they be sent to him on an ongoing basis for initial approval and then will send to the treasurer for payment.

PEO conference make \$10.00 per Ron Polvi.

DELEGATE'S REPORT

Reported by Hugh Kalani- national delegate

Oregon/ Washington Chapter dinner will be at Andre's in Las Vegas. This was recommended by Ron Polvi's brother. There are reservations for 35, September 15, 7:00 p.m.

Bill Bertera resigned as executive director for National APWA.

National has sent a request for moderators for Congress sessions. They need to be submitted by the end of month. Let Hugh know soon so he can send off information. Notice of assignments will be sent in July to volunteers.

CORRESPONDENCE

OSU - Oregon State is forming a focus group to evaluate the civil engineering curriculum. Six names have been forwarded, Terry, Les, etc.

Grace Crunican - ODOT Director - Conference meeting with her went very well. Staff from ODOT are supportive of being APWA members. Grace apparently was surprised ODOT is not active with the chapter.

Partnerships - Grace requested we all speak with one voice about what ODOT is trying to do in an effort to help them foster a different image. There are still some relationship problems, however, they are working together to solve the problem. Corvallis has several examples of relationships (projects) that have not worked well.

Terry Chamberlin linked ODOT up with the newsletter (Dave Vargas) so they can prepare articles. Terry will prepare a thank-you letter to Grace. IGR committee members received good feedback on partnership agreements and goals they have established. Region X is setting up a model of maintenance partnerships. There has been a lot of staff turnover in ODOT. The board concluded there is still work to be done and that ODOT staff will need to realize we (cities) are ODOT's customers.

Judy Arasmith, ESI, is finalizing the training program.

Jeanne Nyquist met with OIT regarding the joint certification training program.

Report on Lance - Jeanne reported Lance is still at the Good Samaritan Rehabilitation Section. The progress is slow and his short term memory isn't good. He's going home this weekend (June 13). He is still having problems with his leg and wrist. We've collected \$3,600 for Lance and have challenged Toledo and Newport to match these funds.

Bob Albee, National APWA President, sent a letter. His goal is to have a new executive director by the time of the National Conference this fall.

L. Burke, Lance's Wife, sent a thank you card to the chapter for the support we have provided.

City of Portland/Corps of Engineering are having a joint emergency drill this summer (July 28-30). Terry Chamberlin has been invited and observers can attend. This will be table-top exercise with a focus on infrastructure impacts during the disasters (two workshops). Lou Bruneau has the details.

University of Missouri - There is an Internet class on PE exam preparation.

APWA Foundation has a balance of \$68,700.00.

Strategic Plan - Additional details are available from National APWA on expectations and goals.

New Class - "Selection and Use of Consultants" teleconference is coming soon. Watch your in baskets.

COMMITTEE REPORTS

Communications Task Force- presented by Les Lyle, chair. The website has corrections that need to be made. Bob Deuel's phone number on Committee page needs corrected. (Done) Bruce Erickson's information needs to be changed, he is now at Compass, Inc. (Done) We have made final site development payment to the webmaster. Most of the site enhancements that were recommended during the conference have been made. Now we have a separate classified sections. Training of subwebmasters was completed during the conference with some specialized follow up in June. Thanks to Dan Boss, subwebmasters now have CD copies of FrontPage software. He was able to purchase these at a reduced rate.

Jon Katin reported one correction on business meeting minutes. Leadership - Greg Miller verses Nelson. He plans to attend the July meeting to discuss goal.

Nothing new from the membership or emergency committees.

"Debris removal during emergencies" - a National training course. Terry Chamberlin will inform Lou Bruneau about the course.

Stephanie Reid reported the Municipal Committee is updating their mailing list. They are looking at merging their mailing list and the Internet list. Les Lyle indicated he would talk to Eric Jones about creating such a merged data base.

George Drake is preparing goals and objectives. He may present them at the July meeting in Redmond.

Paul Klope will come to the July meeting. Metric issues are being discussed. 44 of 50 state DOT's have gone metric. The shift is occurring. If members have concerns, let Paul know before the meeting. We need to voice our concerns. ODOT doesn't plan to do an English element in parenthesis. There is a lot of interest in this issue on all parts of the board. Small communities may be the most effected membership group if a non-metric versions of the spec isn't available. GIS conversions may be an issue to consider. Check out the ODOT web page for the latest draft spec. Review the draft specs being posted. So far, there have been very few comments. The metric issues will be placed on the July agenda. Consider articles in the newsletter.

*The committee chairs should be at the July meeting. How many will be there? Liaisons need to report to Terry.

Steve Baker - reported the newsletter deadline is August 19 for September newsletter; plenty of time to prepare an article. New postal requirements will be affecting the mailing costs. The Board needs to review budget impacts. Can conference mailings be sent first class from city sponsors? In general, that is the preferred approach if possible. Mary needs to incorporate this policy into guidelines. At the July meeting, Mary should have copies of the latest draft of the conference guidelines - July 10- Redmond and August 14 Pendleton..

Bob Deuel - reported Byron Meadows, transportation committee chair was not available for an update. There was no report from Eric Jones. Verbal scholarship nominations have been made by the various institutions. Applications are coming soon for Chapter selection.

Dave Vargas - reported there have been no takers on organizational scholarships (employees). Should we review to see if we are meeting needs of organizations and staff by providing this scholarship? The Board agreed and concluded we need to publicize and include in outreach information (with stencils, educational program mailings).

Ron Polvi - reported on phase II stormwater training

Bill Wright - WRC chair - indicated the training session is tentatively scheduled for Spring 1999. There will not be a joint session with Washington and the Conference may be held in Corvallis.

The board discussed the fact this was intended to be a regional conference, and questioned whether Corvallis an appropriate location for our out of state attendees. It was concluded we should loop back with National to confirm this is okay.

Since this training is intended for small cities, the WRC felt moving to Corvallis would be more central to serve smaller communities outside of Portland area. Ron will refer the board concern to WRC and ask that they talk to Sara Layton since APWA is partially funding. The board concluded that satellite communications are good at OSU and OSU connections would be a good due to the Civil engineering school.

Gary Hyatt - OUCC - indicated that a joint trenching coordinator position is open. Application is on the Internet.

Mike Soderquist- Historical Committee- had no report.

Ned Demsey -Futures Committee- reported Norma Paulus is being requested to be the keynote speaker at the Pendleton conference, with a subject of "New Education System". Ned is also working on the Strategic Plan Update for the Fall Conference.

Spring Conference - Dave Haskell reported conference proceeds totaled \$10,048.71. There were approximately 117 registered attendees, which was down from the projected registration numbers. Meal ticket sales were down. Most expenses were less than budgeted and balanced against income. There is one outstanding bill from the photographer. It will be passed on to the Treasurer for payment. Seven people from APWA attended the workshop. Meal projections were a little high, but matched the budget well. It was a good conference turnout. A detailed report was prepared by Seaside staff. Dave requested the check he would be presenting the Treasurer be deposited before the end of the month. There is a balance of \$11,548.00, with the approximate \$1,000 advance being part of balance. Refunds were a bit high. Some monies (cash) were sent in inappropriately for short school verses the conference. The money was sent back, but processed through the books.

Board members discussed the guest program and suggested it may need to be enhanced or evaluated since attendance seems to be dropping; Should some of the costs be subsidized? Retirees didn't participate in the banquet. The banquet tickets were \$30.00. Is there a need to reduce costs for retirees? Is it an issue for them? A survey should be sent out to get some

feedback. Free registration is currently available for retirees. The conference committee will be requested to follow up on these issues and should be addressed prior to the fall conference.

Terry presented the Treasurer with a \$1,500.00 check which represents the additional proceeds from joint conference. \$10,776.00 is the net profit for the joint conference. There were 244 registrants. Vancouver requested we post the proceeds in June if possible (done). Retirees should be recognized at conferences, "new practice"

FOUNDATION REPORT

No Foundation report

Fall Conference will have a workshop on retirement options. The lead person is on jury duty, so not much detail is available at this point. Range of interest is high from those just investing to those close to retirement. Terry will contact Bruce Erickson about the draft program.

OLD BUSINESS

Outreach - Board members should periodically report on recent informational contacts made with organizations or individuals that may be interested in Oregon Chapter memberships. Grace Cruncian from ODOT is an example.

PACE Award, National-Bob Miller, President Elect, suggested we should consider applying. This may be a role for the Awards Committee to pursue our application for the 1999 National Conference. All agreed we should pursue this year if practical but definitely for 1999 . Hugh will review to see if it is too late for this year. We can win!

Membership Policy - the board reviewed the policy and addressed the following- Should Life Membership be strictly Oregon or just APWA? Honorary members can address non-Oregon participation. The Board agreed to delete "continuous" and add "Oregon Chapter", and change "65" to "62". National's definition of fully retired is that the person cannot be working.

Procedures: 4.1 - the board recommended that the following be added: "with no registration fee" after "conferences"

Membership Guidelines: the board recommended the following: Need to add to the web site, the administrative policies Will include in the directory with bylaws

Section 5: Review and update "Add" to 98-01 Policies should be reviewed tri annually The board approved all recommendations unanimously

The board reviewed 98-02 - Executive Board Decisions" Approved unanimously Recommended it be included with conference guidelines

NEW BUSINESS

No new business.

Spring Business Meeting 1998

OREGON CHAPTER APWA BUSINESS MEETING AGENDA May 8, 1998 Seaside, Oregon

Presiding: Terry Chamberlain, President

Present: All Board Members

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by Terry Chamberlin at 7:30 a.m., in Seaside, Oregon. The minutes of October 24, 1997, prepared by Bruce Erickson, were approved.

EDUCATIONAL COMMITTEE

Jeanne Nyquist led the group through the process of identifying topics for the Fall Conference program sessions and 1999 Education Program.

TREASURER'S REPORT

Les Lyle presented an overview of expenses and revenues to date for the chapter. Les has agreed to fill in for Lance while he is recuperating from his accident.

DELEGATE'S REPORT

Hugh Kalani reported:

National ended the 1997 year with a positive balance of \$100,000 - net worth now exceeds \$1,000,000. Four years ago net worth was minus \$1.3 million.

See full report included in the May 6, 1998 minutes. Highlights are summarized below
Committee opportunities are available through National APWA. Submit your interests to the Chapter Marketing staff is being hired by National APWA Investment program has been established by National APWA Management accreditation is available through National APWA, if you wish to get your organization accredited and recognized for effective management practices Awards - Washington State Chapter has won a number of awards that will be presented at the Congress - some new categories have been established Delegates from Region Nine gave reports at a recent delegates meeting - Oregon/Washington have high participation at conferences and conferences are making good returns Hugh has a listing of what other Chapters are doing There will be a ten percent dues increase in 1999 Chapter reserves should be thirty-five percent up to fifty percent based on net worth Strategic plans up for renewal - National and Chapter A lot of teleconferencing is being planned by National APWA Anti-trust compliance program

summarized in Chapter Officer Manual Region Nine Leadership Workshop, to be held in Seattle, October 1998 New partnerships have been established - Hugh has a listing Regional Workshop - Phase II NPDES - lots of interest by Oregon/Washington - need dates - may be held in Corvallis area - will evaluate merits of future sessions on a statewide basis A number of discussion and position papers regarding National APWA policies are available for review and comment

COMMITTEE REPORTS

WRC - Michelle Cahill, member of the committee reported:

Phase II Training Program

Thirty organizations in Oregon are likely affected rules - In March 1999, there will be new rules promulgated Focus group with National APWA have established curriculum /training program WRC met Thursday during conference to coordinate regional training WRC will want to partnership with Education Committee to put the program together Looking at Corvallis as a possible site for the training Interested in a downlink option with National APWA Outreach needed with Washington chapters WRC Public and private fund raising will be occurring to cover the costs of registration - may still require some nominal fee in order to cover any funding gaps Separate event from Spring 1999 Conference \$7000 from National will help to reduce registration costs Workbook being prepared by National APWA for setting up training Expect date to be set soon

Stencils - Lori Faha can no longer perform the function of purchasing and distribution. Looking to shift role to WRC

Futures - Ned Dempsey reported Evaluating and reporting on trends and events that shape PW is the role of this committee Looking for speakers for upcoming conferences Oregon Education Act - program for Fall Conference. Norma Paulus could be the keynote speaker "Future for Students" Will take on coordination of the strategic plan - National and Oregon Chapter

IGR - Rich Girard- reported Questionnaire on partnering was distributed recently - there was a 70-percent return The results have been compiled and report is available for review Committee established goals from report Goals -

A. Prepare a resource guide for partnering using existing IGA's as models. Publish the guide this summer B. Enhance ODOT Partnerships - Prepare guidelines for regional maintenance managers on how to work with local maintenance managers regarding joint maintenance activities

ODOT is currently in the process of creating a guidebook similar to the guidelines mentioned above OASIS - Working with counties and ODOT to establish partnering - Doug Tindell, ODOT is the lead IGR requested APWA and small agencies be included. ODOT agreed to have IGR involvement. We will help to refine existing product (counties) Initial priority for ODOT are counties due to like systems they have with Counties. IGR feels local agencies have some like needs and systems

Scholarships - Bob Deuel reported, standing in for Dave Vargas. There are three \$2,000 scholarships available for OSU, PSU, and OIT. Letters have been sent out to the three schools We have gotten a response from OSU Chapter membership scholarships are available Quarterly newsletter on web site

Transportation - Brian Meadows reported This is a small committee, but 300 percent larger than in Fall Conference Preparing goals for committee Todd Coleman, Neil Mann are members and are asking for feedback on needs Next legislative session - committee would like to participate and represent the Chapter

Public Relations - Eric Jones reported Theme - connecting people, resources, services. New letterhead available either paper or electronic Prepared brochure for the chapter Publicity for new Board members occurred - news releases sent, etc. Working with Spec Committee on PR for specs update effort Participating in web site development Eric is hot-linked

Quality Improvements - George Drake reported Looking for volunteers for the committee Hope to have some speakers/topics for Fall Conference Emergency Management - Lew Bruneau reported Offered four workshops, two actually occurred

Doing a lot with National APWA Committee and working on pamphlet on public works role in incidents Developing model emergency management plan Looking to create a teleconference with National APWA Corps of Engineers - In July will do a drill to help establish guidelines on how to work with local agencies during events Conference on emergency management in 1999/2000 will be joint with State emergency management organization

Municipal Engineer - Stephanie Reid reported - standing in for committee chair Monthly luncheons are held in Portland Anyone in Portland area wishing to receive notice let Chair know Topics/speakers, please let the Chair know Those outside Portland, committee may be able to help you to organize a local event

Standard Specs - Paul Klope reported - ODOT/APWA Joint Specs Joint efforts going well Fifty percent complete with draft sections Posting on ODOT web site Please review and comment on sections you are interested in! A lot of relationship building occurring with ODOT, including partnerships Consistent set of specs being established that break down differences between local and state systems Eighteen Subcommittees - over 150 people involved. There is a wide cross section of participants All drafts will be on web site for review by July Issues - metric - APWA Board will discuss further at next meeting

Membership - Jon Katin reported - standing in for Ryan Syssan - Chair 646 members as of March 31, 1998 Four percent loss nationally - we held our own, goal is a net five percent increase Could use some help with committee work

Leadership - Greg Miller reported Will approach Board about ideas in June Lots of experience in APWA membership Needs help

Conference Report - Mary Meloy reported Pendleton - Fall Conference - October 14-16, 1998, - Jerry Odman, conference chair Spring 1999 - Welches - George Drake will assist Fall 1999 - May be Ashland or Lincoln City Spring 2000 - Possibly Running Y in Klamath Falls Fall 2000 - Possibly Redmond Web Site - Les Lyle reported Communications committee consists of Dan Boss, Mike Gregg, Eric Jones, Debbie Yacas (ESI), and Les Lyle Display booth in exhibit hall has live internet access to chapter website Verify your name, addresses and phone numbers Committee Chairs-need following for WEB Mission Statement 1998 goals Members

Recommendations from membership - modify forum, more chat format Create classified section Policy Development - Jon Katin reported Handed out - special memberships section for review - #98-01 (see attached) Four different categories of memberships Board will finalize at the next meeting Members suggested we drop age criteria for life members Concern voiced about long term service with APWA, but not part of Oregon Chapter - suggest should be life member or at least should be recognized in some form

GOOD OF ORDER

Gizmo -Gene Appel challenged the membership to contribute to the Lance Burke fund raising

The Gizmo fund raising to be dedicated to the Lance Burke fund Ned Demsey and Gene will match contribution up to \$1,000 Gene dedicated his first \$100 Mike to Soderquist Other deserving candidates included: Paul Klope Jon Katin Terry Chamberlin Stephanie Reid

Bob Miller - National President Elect reported Tremendous group - very professional Lots of good ideas from the chapter will be presented to National APWA

Education Report - Jeanne Nyquist reported

requested that members review listing and vote for preferred training on brainstormed lists Get well card for Lance - members, please sign before leaving conference 16 seminars and workshops available ESI doing coordination of training program and doing a great job 9:45 Friday, Education Committee meeting - next year's program being established National APWA Teleconference - "Selection, Use of Consultants", June, 1998 Engineering Curriculum - OSU - requesting APWA participation on a focus group to create ideas in mid-June OIT/APWA - Management/Supervision - 30 credit hours certification program May 18, 1998, meeting with OIT Focus group - survey will be used to solicit ideas Several models across the country \$50 award - grant award for attendance at business - donated to the Paul Klope Gizmo challenge

May 1998

OREGON CHAPTER APWA BOARD MEETING May 8, 1998 Seaside, Oregon

Presiding: Terry Chamberlin, President

Present: Dave Haskell - Spring Conference Chair Mary Meloy - Director Ron Polvi - Director Jon Katin - Director Jeff Ballard - Committee Chair George Drake - Committee Chair Stephanie

Reid - Director Hugh Kalani - National Delegate Paul Klope - Committee Chair Bruce Erickson - President Elect Bob Deuel - Director Jeanne Nyquist - Immediate Past President Steve Baker - Director Gene Appel - Foundation

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by Terry Chamberlin at 7:30 a.m., in Seaside, Oregon. The minutes of April 10, 1998 were approved.

TREASURER'S REPORT

Report by Les Lyle - It was agreed to transfer the bulk of the duties of Treasurer to City of Eugene (Les Lyle) for the balance of Lance's term, if needed. The mid-year report and the annual report will be done jointly with Lincoln City staff.

Report on Lance - Jeanne shared with the Board the latest condition report for Lance. He is recovering slowly, however, full recovery is expected over the next 6 to 24 months. He has run out of sick leave and is eligible for the Lincoln City's long-term disability program, however, medical bills and the loss of full income will create a financial burden for the family. As a result, the community, prior employers and the chapter are conducting fund raising events to assist. Below are some additional details.

There will be a fund raiser at conference for Lance Others are doing fund raising in Newport/Toledo Lance Burke fund has been established by Bank of Newport Planning local news release/media events in Lincoln City

Lance is staying with Steve Hall, sthall@pacifier.com, (360)750-5876 work and (360)891-9003 home. Great person, contribute what you can during the conference.

DELEGATE'S REPORT

Hugh presented the Region IX delegate's report.

Ron Polvi recommended a dinner location for Oregon/Washington evening dinner during the National APWA conference. Recommendation came from his brother who lives in Las Vegas. Thirty-five members are planning to attend the Oregon/Washington dinner. There is some concern that overall attendance may be low at the conference. Bob Miller, President Elect, will be attending the Seaside conference with his wife. Sarah Layton from the D.C. office of APWA will be attending the Seaside conference.

CORRESPONDENCE

Terry Chamberlin reported.

Joint Oregon/Washington Conference - \$10,600.00+/- revenue to the Oregon chapter for this conference. Final numbers next month or so.

Grace Crunican, ODOT Director - She will be here for keynote, plus meeting at 9:30 a.m. with the Board. The meeting will be about 45 minutes long and cover areas such as specs, IGA relationships, and membership. Terry Chamberlin agreed to put together agenda and location.

Stencils - Les Lyle suggested the we consider including information about the chapter (Outreach program) with stencil mailings to communities that are purchasing them. It will discuss with Water Resources Committee who will be taking over the sale and distribution of stencils.

Front page software - Ron Polvi will check to see what he can do to assist in purchasing this software through his company. Jeanne Nyquist agreed to see what the City of Portland could do. Dan Boss is already checking his sources.

PNPCA - Partnership Agreement - Terry is trying to see if we can put something together with this organization. He will be evaluating model Washington/Idaho agreements and links with education webpage, etc. A draft agreement is being prepared. Any ideas for area of agreement, please send to Terry.

Mike Soderquist requested Terry Chamberlin represent the Chapter at a Portland State banquet on April 29. Terry was able to attend and represented us well.

EDUCATION

Jeanne Nyquist reported the following:

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Communications Committee Web site status presented by Les Lyle Some concern that our site cannot be found using conventional search engines Requested links to ODOT/National APWA Discussed display at conference - live on-line setup in exhibitor hall

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Ron Polvi, liaison - WRC will present at business meeting. The Future's Committee is working on logistics of strategic plan update process and will present details at the business meeting.

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Stephanie Reid, liaison - Paul Klope, Spec Committee chair will present joint spec project status at the business meeting. Paul requests members check out ODOT's webpage for drafts of various sections that have been updated. Paul Klope will attend the next Board meeting (June) to discuss the issue of metric specs.

Municipal Engineers Committee - no update.

George Drake - new Committee Chair for Quality Improvement solicited feedback from the Board regarding expectations for his committee. Suggestions included: Speakers for sessions at the conferences Topics might include privatization, downsizing, etc., current issues facing municipalities Case strategies of what others in the state are experiencing New approaches, forecasting new initiatives, in advance of them being adopted or moved forward Inventory of approaches to be logged onto the website George will present at the business meeting.

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Reported by Jeanne Nyquist

Foundation setting up subcommittees for fund raising Creating new section for the Foundation in the directory Eric Jones is working on an updated Foundation brochure (graphics) OLD BUSINESS

Strategic Planning - Futures Committee met to discuss next steps: Suggest Oregon plan linking to various Oregon initiatives They see ties with quality improvement committee Fall Conference will prepare process for brainstorming and plan development - similar to what was done over 3 years ago Administrative Policies - Ron Polvi and Jon Katin provided draft on membership categories Presented recommended language (see attached) Minor adjustments recommended by the Board Will present at the business meeting Meeting concluded to allow for golfers to hit the course. q:\support\Les\APWA\1998\maymin.wpd

April 1998

OREGON CHAPTER APWA BOARD MEETING May 8, 1998 Seaside, Oregon

Presiding: Terry Chamberlin, President

Present: Dave Haskell - Spring Conference Chair Mary Meloy - Director Ron Polvi - Director Jon Katin - Director Jeff Ballard - Committee Chair George Drake - Committee Chair Stephanie Reid - Director Hugh Kalani - National Delegate Paul Klope - Committee Chair Bruce Erickson - President Elect Bob Deuel - Director Jeanne Nyquist - Immediate Past President Steve Baker - Director Gene Appel - Foundation

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by Terry Chamberlin at 7:30 a.m., in Seaside, Oregon. The minutes of April 10, 1998 were approved.

TREASURER'S REPORT

Report by Les Lyle - It was agreed to transfer the bulk of the duties of Treasurer to City of Eugene (Les Lyle) for the balance of Lance's term, if needed. The mid-year report and the annual report will be done jointly with Lincoln City staff.

Report on Lance - Jeanne shared with the Board the latest condition report for Lance. He is recovering slowly, however, full recovery is expected over the next 6 to 24 months. He has run out of sick leave and is eligible for the Lincoln City's long-term disability program, however, medical bills and the loss of full income will create a financial burden for the family. As a result, the community, prior employers and the chapter are conducting fund raising events to assist. Below are some additional details.

There will be a fund raiser at conference for Lance Others are doing fund raising in Newport/Toledo Lance Burke fund has been established by Bank of Newport Planning local news release/media events in Lincoln City

Lance is staying with Steve Hall, shall@pacifier.com, (360)750-5876 work and (360)891-9003 home. Great person, contribute what you can during the conference.

DELEGATE'S REPORT

Hugh presented the Region IX delegate's report.

Ron Polvi recommended a dinner location for Oregon/Washington evening dinner during the National APWA conference. Recommendation came from his brother who lives in Las Vegas. Thirty-five members are planning to attend the Oregon/Washington dinner. There is some concern that overall attendance may be low at the conference. Bob Miller, President Elect, will be attending the Seaside conference with his wife. Sarah Layton from the D.C. office of APWA will be attending the Seaside conference.

CORRESPONDENCE

Terry Chamberlin reported.

Joint Oregon/Washington Conference - \$10,600.00+/- revenue to the Oregon chapter for this conference. Final numbers next month or so.

Grace Crunican, ODOT Director - She will be here for keynote, plus meeting at 9:30 a.m. with the Board. The meeting will be about 45 minutes long and cover areas such as specs, IGA relationships, and membership. Terry Chamberlin agreed to put together agenda and location.

Stencils - Les Lyle suggested the we consider including information about the chapter (Outreach program) with stencil mailings to communities that are purchasing them. It will discuss with Water Resources Committee who will be taking over the sale and distribution of stencils.

Front page software - Ron Polvi will check to see what he can do to assist in purchasing this software through his company. Jeanne Nyquist agreed to see what the City of Portland could do. Dan Boss is already checking his sources.

PNPCA - Partnership Agreement - Terry is trying to see if we can put something together with this organization. He will be evaluating model Washington/Idaho agreements and links with education webpage, etc. A draft agreement is being prepared. Any ideas for area of agreement, please send to Terry.

Mike Soderquist requested Terry Chamberlin represent the Chapter at a Portland State banquet on April 29. Terry was able to attend and represented us well.

EDUCATION

Jeanne Nyquist reported the following:

Presented information from the financial report prepared by ESI - see attached "Developing leader, skills for teaching others" training coming up 1998/1999 training season will be created during the Friday business meeting and during committee meeting after the Board meeting. Get your input in Rita Leahee , OSU, wants curriculum suggestions for students - she will be setting up focus groups to provide input - volunteer to be on the focus group and shape the profession CEC will be conducting a teleconference soon on "Selection and use of consultants". CEC would like an Oregon chapter co-sponsorship - Board agreed to contribute \$200 from education account Management certification (30 credit hour program) - OIT seems to be most interested in creating program in cooperation with APWA - they have ties to other institutions. Some possibility of converting CEU's to credits. Lou Bruneau and Jeanne Nyquist are working with OIT. British Columbia Chapter is also interested. City of Albany is advertising for Public Works Director, replacing Mark Yeager Will be posted on bulletin board at the conference Education section will be on web site - check it out during the conference

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March 1998

MINUTES EXECUTIVE COMMITTEE MEETING March 13, 1998 Seaside, Oregon

Presiding: Terry Chamberlin, President

Present: Terry Chamberlin, President Bruce Erickson, President-Elect Les Lyle, Secretary Lance Burke, Treasurer Jeanne Nyquist, Past President Hugh Kalani, National Delegate Bob Deuel, Director Ron Polvi, Director Jon Katlin, Director Stephanie Reid, Director Steve Baker, Director Dave Haskell, Spring Conference Chair

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by President Terry Chamberlin at 10:00 a.m., in Seaside, Oregon. Minutes of the February 13, 1998, meeting were approved.

TREASURER'S REPORT

New categories - The bottom line is that these are consistent with national standards.

Travel - Travel has been merged with several prior categories.

Education Account - This account should be added to the report. Effective March 6, 1998, the account balance was \$9,932.46.

Budget Report - The budget report was approved as distributed.

The Treasurer's Report was approved.

Annual Report -  Oregon Chapter Section - CT12 Report due to National on May 15th.

 Scholastic Fund reporting - Responsibility of Foundation Board to process Gordon Merseth is lead.

Miscellaneous - Lance will check into income account 455 Foundation contribution of \$2,000 (what does it represent or how did it get established?). Based on research it appears that it was a one time income amount and should be eliminated from the budget as income. It appears that it was simply transferred from prior budgets.

DELEGATE'S REPORT

The Regional Delegate will be unable to attend the Spring Conference. Bob Miller, President Elect, is being invited by Terry Chamberlin to attend the Spring Conference.

Hugh will discuss Phase II Training/Workshop to be held in Spring of 1999, with the Washington Chapter.

Ten people are planning to go to National APWA Conference in Las Vegas. Hugh is coordinating with the Washington Chapter regarding a joint dinner on Tuesday, September 15, at the conference.

CORRESPONDENCE

Correspondence was received from Connie Hartline regarding a marketing survey for a coloring book that will be produced by National APWA. Do we want it to be more technically correct or have it be “what’s fun for kids?” By consensus, it was agreed that we liked the bear versus the technically correct lab setting. Maybe we could recommend a beaver and a duck instead of a bear?

We received a T2 program thank you letter for our contribution.

A request was received for the Director-at-Large nomination. It was reported that there had been one nomination thus far. Nominations are needed by first of April. Chris Andersen is our nomination. (Update, Chris is wishing to decline the nomination due to current job constraints. Chris is willing to participate on a national committee.)

At the National Conference in September, the Multnomah Public Library will be presented a Public Works project of the year award.

ACWA sent information regarding a proposal to prepare a management plan for wastewater temporary control standards. They would like contributions from APWA and also PNPCA. The Chapter has no funds. Jeanne will check with National.

Correspondence was received from National APWA committee on small cities/rural communities requesting chapter interest in participating in hosting a workshop on “How small cities surmount problems.” It is thought that this will be a task group process with five sites nationally, 25 people participating in each. The dates of March, April, and May are unrealistic.

It was reported that Jeanne joined NALGEP. The newsletter focused this month on superfund assistance.

Terry represented the chapter at the Associated Asphalt Institutes annual conference. He presented asphalt paving awards at the dinner session. It was requested that he get pictures and summary of awards for the newsletter.

COMMITTEE REPORTS

Education Committee - Jeanne Nyquist presented the Education Committee report. The Committee’s 1997 experience was a \$8,310 profit from workshops. Six thousand dollars in education support was expended. It was noted that \$3,000 of the \$6,000 went to T2 teleconferences as a match. Hugh will talk to delegates at the March meeting to see if we could get National to increase the price break for larger numbers of participants for teleconferences. There are no longer price incentives from National. The Chapter helps to coordinate and we are

subsidizing to some degree to keep costs reasonable for small cities. Individual costs at \$40 seems to be the break point for small cities. Our costs are covered in the Education Support line item of the education budget.

The Education Committee will meet at the conference. There will also be a Friday breakfast to brainstorm education needs.

The terrorism workshop in Medford may be canceled and combined with Bend.

Steve Baker handed out a teleconference flyer on "Effective Disaster Recovery Techniques" that will be held on April 15. ESI will help coordinate if you wish to downlink in your city.

A new "Traffic Signal Technician Committee" for the Oregon Chapter is a distinct possibility. Jeanne has been exploring options and talking to individuals about this becoming an APWA committee. There seems to be a lot of interest.

It was discussed as to whether we have a disk in Eugene on the "gizmo," listing the recipients. Hugh said that he has a copy and will send it to Les and Steve Baker. Les will see if we can add the information to the APWA web site.

Corrections to Committee Listing and Liaisons have been reprinted by Jeanne.

Steve suggested Committee chairs and Board members staff a booth at the Spring Conference to promote committees and membership.

Hugh handed out National Education Committee material for the packet.

Communication Committee:

Les Lyle made a status report. The site is taking shape, check out www.oregonapwa.org. The City of Eugene has agreed to do a conversion of the data base for 700 members so that they can be posted to the site. This work is necessary and outside the scope of the contract. There are several items that need follow-up and they were discussed by the Board including:

-  The V section is not working for the membership listing.
-  March minutes and newsletter need to be posted to web site.
-  Education calendar and course details are needed for the web site.
-  We need an estimate from ESI for sub-webmaster services for ongoing updating of the education section of the site.
-  The Foundation needs to provide information for their Education Foundation section (Dan Boss has recently submitted language from brochure).
-  Committees need to submit mission statements and 1998 work plans for data entry.

CONFERENCE COMMITTEE

Spring 1998 Conference: Dave Haskell, Conference Chair

 Seaside conference brochure is on track and has gone to printer. It's being sent to Dave Vargas for distribution on Friday. This year there's going to be a bigger and better guest program. Some adjustments to the program from the printed registration were discussed. The contact people are moderators or are responsible to make sure that someone is identified as a moderator.

 The golf fund raiser is still being organized. Gene Appel is coordinating.

 It was noted that we should make sure speakers get a copy of the final program and registration.

 The committee chairs should fax information to Dave Haskell if you need a meeting room. This request should be done the first week of April.

 Steve Baker will set up booth for the committee and web site.

 The Public Works Director breakfast is not just restricted to Public Works Directors. It needs to be clarified who can attend. Will see if we can have Grace Crunican, our keynote, attend the meeting.

 The Pendleton representatives need to attend debrief of the Spring Conference.

 PEO Conference is being held at the same location, starting on Friday. There's a workshop "Hiring and Firing: Staying out of Trouble" on Friday, May 8, 2:00 to 5:00 p.m. that is a joint effort of PEO and APWA. A workshop note is included in the APWA conference registration form. Ron Polvi will coordinate with PEO to get this included in their registration packet.

 Bruce Erickson will send in necessary forms for CEU's along with the program abstracts. The cost is \$35 to establish CEU credits. If you are interested in CEU information in general, you can use the following Internet address - www.ohd.hr.state.or.us/cehs/dwp/certif.htm

 Register for the conference and rooms soon.

Spring 1999 Conference

 Troutdale may host the Spring 1999 conference at Welches.

 We voided the Salishan contract for Spring 1999. The conference is now moving to Welches. Rick Garard volunteered to assist with the Pendleton conference.

Other Committee Reports:

 IGA liaison Steve Baker reported that the Committee is very active and meets every month regarding the partnership survey. There have been 45 agencies respond. There will be a

resource manual with specific examples of agreements available in the next couple of months. The Committee is trying to get information from ODOT.

 Ron Polvi, ULCC Committee liaison reported that Channel 8 News will present PSA's from May and June on "call before you dig" requirements. In September 1998, there will be an Utility Coordinator Council's Oregon-Washington conference in Seaside. There is more information in their flyer.

Ron also reported on the Future's Committee. There will be a "Futures" meeting in the next few weeks. This is a committee of three.

Ron Polvi reported on Water Resources Committee. Bill Wright is the Chair and there will be invitations to members to attend the Committee meeting during the conference.

 Bob Deuel reported on the Scholarship Committee. Dave Vargas will be sending scholarship applications to various Oregon colleges soon.

Bob also reported on the Public Relations Committee. Eric has assisted the Spec Committee in the development of a public relations plan for the joint spec project. Eric now has an APR designation after passing a nine-hour exam. Eric is interested in any publicity we would like to have regarding public works week. Ideas were: information to agencies with some ideas to help them with event options/planning; web page information; maybe article to local papers; references to national rebuild America campaign; and what we do for the community.

Bob reported on the Transportation Committee. He referenced the newsletter article in the last publication - Neil Mann, Corvallis, will join the Committee.

 Stephanie Reid reported on the Municipal Engineers Committee. Jim Hanson, Brown and Caldwell is a new chairperson. Changes will be made to the web site to reflect this change.

 Foundation - The Foundation will meet soon.

OLD BUSINESS

Outreach Program - The Program may target specific agencies, ODOT, Salem, etc. Packet of materials will be distributed with a cover letter. Fewer materials will be sent initially. They will be registration form, chapter brochure, and information on the web site. We need to coordinate with the Membership Committee. Les agreed to work with Eric on drafting an introductory letter.

NEW BUSINESS

National Strategic Plan - Hugh presented information on process guidelines. Our response is needed by December 21, 1998.

Chapter Strategic Plan - For the review process, something is needed for the Fall Conference. Les, Lance, and Steve agreed to be sub-consultant's to the Future's Committee in preparing the

Chapter update and responding to National. It was moved and seconded that Future's Committee will be lead on the National/Chapter Plan.

National Committees - Chris Andersen will be the Chapter nomination for the at-large director position. March 10, is the deadline for our nomination. She will need to fill out a questionnaire. This nomination was supported unanimously. (Chris has recently concluded she will not be able to participate due to workload constraints. She is open to participating on a national committee.)

Other Committees - There are no current nominations from the Chapter and there are apparently 300 positions currently open. Names for nomination should be sent to Jeanne via e-mail.

 Engineering/technology and other committees were identified  APWA covers committee travel costs

Student and Retired Members - Ron Polvi and Jon Katin will present recommendation to the Board at the next meeting. This is the last remaining bylaws item that needs to be modified.

National Committees - Hugh will send a listing to Les of national committees for the web site.

February 1998

MINUTES EXECUTIVE COMMITTEE MEETING

Eugene, Oregon

Presiding: Terry Chamberlin, President

Present: Terry Chamberlin, President Bruce Erickson, President-Elect Les Lyle, Secretary Lance Burke, Treasurer Jeanne Nyquist, Past President Hugh Kalani, National Delegate Bob Deuel, Director Ron Polvi, Director Jon Katin, Director Stephanie Reid, Director Steve Baker, Director Dave Haskell, Spring Conference Chair Recording: Les Lyle, Secretary

MINUTES The meeting was called to order by President Terry Chamberlin at 10:00 a.m., in Eugene, Oregon. Minor corrections to the minutes were noted. Les will make the corrections and include in the next board packet. The minutes were approved as corrected. Thanks to Bruce for preparing the January minutes.

TREASURER'S REPORT

Lance Burke went over the Treasurer's Report. Authority was transferred to Lance for the bank statements. Ron Polvi moved to approve Treasurer's report. Unanimous approval.

Reserve Funds - National suggests 35% be held in reserve, however, we don't have a true reserve. The money market could be considered a reserve. The funds in the account exceed the recommended standard. We will wait until November to decide what, if any, funds should be transferred to the foundation and if a formal reserve needs to be established for 1999.

National Guidelines - New audit and budget reporting standards have been established. The line item details for the budget should be consistent with National's guidelines. We can set up unique accounts that are specific to the needs of the chapter if we use account numbers of 800 or greater. We should consider referencing the chart of accounts detail in our conference guidelines, which Mary Meloy is working on. This may be useful so that we can make sure conference advances are appropriately expensed from the proper account. Specifically for conference expenses we will establish a new line 481 labeled "Conference Advance" to deal with complications of funding & reporting.

It was agreed that Lance would incorporate the chart of account changes worked out with National. These were outlined in the draft he handed out at the meeting, see attached.

NEW BUSINESS

Phase II Stormwater Regional Workshop

Deborah Evans reported on the NPDES Phase II regulations Stormwater Regional Workshop being developed by APWA National under a grant from EPA. She is representing region 10 of EPA through a task force established by APWA to establish the training curriculum and sessions on Phase II implementation.

A memo was submitted to the board from Deborah, see attached.

Board Discussion

The board discussed several options regarding the workshop and the role the chapter could play. The following are some of the points discussed.

- The workshop could be scheduled around the Spring 1999 conference.
- ACWA is very interested in co-sponsoring a workshop. Consultants are also interested in sponsoring.
- It would be an all day workshop. We may want to consider, as a chapter, conducting a couple more around the state once we have evaluated the first.
- Federal funding limitations and issues need to be worked out. Generally, the assumption is chapters will sponsor ½ the workshop cost. We could charge a fee to cover the anticipated sponsor cost of \$7,500, or see if that could be further reduced through contributions from consultants, ACWA.
- Water Resources Committee may be willing to assist.
- There was extensive discussion over the options of a joint Washington/Oregon workshop or an Oregon only workshop.

-Coastal zone regulation topics need to be considered for the workshop.

Board Direction

-A regional workshop, verses having the workshop in conjunction with the conference, is preferred, with outreach to Washington/Idaho. Also APWA will support follow-up workshops around the state as part of our education program.

-Deborah will help with the coordination.

-Curriculum needs to be well managed to fit the age group of our members. We agreed to assist Deborah in the review of the draft curriculum.

-Water Resources Committee will be lead with strong support by the Education Committee. Bill Wright is chair of the WRC.

-WRCCommittee needs to set up a planning session at the Spring Conference.

-Confirmed Spring 1999 as preferred timing of the workshop.

-Hugh Kalani will talk with Washington APWA representatives in March about their participation.

-The Education Committee may be involved in marketing/registration rates, etc. depending on the role of National. The goal is definitely to break even.

DELEGATE REPORT

Report was given by Hugh Kalani including information on the Regional Meeting on March 27 and 28 in Vancouver, BC.

Hugh agreed to discuss the Stormwater Phase II workshop during the March session.

There are 70 dining places to choose from for the chapter dinner with Washington Chapter during this years National Congress in Clark County. The dinner will be September 16th. The National APWA Conference is September 13-17, 1998. Hugh is coordinating. Any preferences or ideas?? Let Hugh know.

There is discussion on increasing the dues for 1999. National is trying to establish an earlier date of January for member payments.

CORRESPONDENCE

Report was given by Terry Chamberlin.

There are 647 members in the Chapter, per a report from National.

Karyn Hansen a PSU scholarship recipient sent a thank you letter.

Bullhead, Arizona has their PW Director position open.

City of Albany has their Asst PW/City Engineer position open.

John Lange is retiring on March 18th.

EDUCATION

Report was given by Jeanne Nyquist.

Traffic Signal Technicians/Electricians want to become a committee. The idea was very much supported by the Board.

Jeanne prepared the directory updates on officers/directors/committee liaisons, etc. The Board gave her corrections.

Jeanne Nyquist is the new Chapter Award Committee Chairperson. She will prepare an updated listing of the gizmo recipients or get a copy from Dan Boss.

Education Session Financial report is in the packet. Spring session flyers are out. Education Committee meeting will be on Thursday at the Spring Conference.

Management Certificate Program Committee will meet now on March 13th during the conference, before the Board meeting.

CONFERENCE REPORT

Report presented by Dave Haskell, Spring Conference Chair.

There are spots for speakers that still need to be confirmed. They are needed soon for the registration flyer in early March. Also needed are meeting times for various committee meetings. No workshop is planned at this time.

Oregon Professional Engineers will have a workshop on Friday afternoon in Seaside, which will be identified in our registration materials.

Board meeting will be from 9:00 to 11:00 a.m. on Wednesday.

Remember moderators need to be established for the speakers people are contacting/arranging. Registration will be \$180, delegates late registration will be \$200.

WEB PAGE

The Board agreed to allow Mike Gregg to put a hot-link button to his page in consideration of the low cost to establish our web site, and the effort he is making to assist organizations like ours to get web sites established at very low cost.

There was agreement to work with Mike and Linn-Berton on the calendaring of educational and other events.

Board requested details on committees missions, goals. Liaisons are to contact committee chairs and request they send electronic versions of missions, goals, membership, etc to Les, via e-mail - les.a.lyle @ci.eugene.or.us. They will be compiled and sent to Mike. They should be in WordPerfect format.

Jeanne Nyquist will be sending an education calendar to Mike.

Mike's e-mail address is webmaster@w-ww.com.

1999 SPRING CONFERENCE

Lance Burke gave the report.

Lodging prices are \$115 single occupancy and \$130 double occupancy. Sixty-five room registrations are to be guaranteed the first night and eighty room registrations guaranteed for the second night. As a result of this report, Board decided costs were too high and too much risk in the guarantees.

The Board decided to cancel Salishan and decided to move the conference to Welchs for Spring 1999 and Lincoln City/Newport for Fall 1999.

New Business

Delegates Conference

Hugh Kalani asked if there were any issues that he needed to raise during the conference. Nothing was raised, all is apparently well.

National Awards Review Committee

Hugh Kalani requested comments on the materials he included in the agenda packet regarding this issue prior to the March delegates meeting.

Letterhead

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January 1998

MINUTES EXECUTIVE COMMITTEE MEETING Eugene, Oregon

Presiding: Terry Chamberlin, President

Present:

Terry Chamberlin, President

Bruce Erickson, President-Elect

Les Lyle, Secretary

Lance Burke, Treasurer

Jeanne Nyquist, Past President

Hugh Kalani, National Delegate

Bob Deuel, Director

Ron Polvi, Director

Jon Katin, Director

Stephanie Reid, Director

Steve Baker, Director

Dave Haskell, Spring Conference Chair

Recording: Les Lyle, Secretary

MINUTES

The meeting was called to order by President Terry Chamberlin at 10:00 a.m., in Eugene, Oregon. Minor corrections to the minutes were noted. Les will make the corrections and include in the next board packet. The minutes were approved as corrected. Thanks to Bruce for preparing the January minutes.

TREASURER'S REPORT

Lance Burke went over the Treasurer's Report. Authority was transferred to Lance for the bank statements. Ron Polvi moved to approve Treasurer's report. Unanimous approval.

Reserve Funds - National suggests 35% be held in reserve, however, we don't have a true reserve. The money market could be considered a reserve. The funds in the account exceed the recommended standard. We will wait until November to decide what, if any, funds should be transferred to the foundation and if a formal reserve needs to be established for 1999.

National Guidelines - New audit and budget reporting standards have been established. The line item details for the budget should be consistent with National's guidelines. We can set up unique accounts that are specific to the needs of the chapter if we use account numbers of 800 or greater. We should consider referencing the chart of accounts detail in our conference guidelines, which Mary Meloy is working on. This may be useful so that we can make sure conference advances are appropriately expensed from the proper account. Specifically for conference expenses we will establish a new line 481 labeled "Conference Advance" to deal with complications of funding & reporting.

It was agreed that Lance would incorporate the chart of account changes worked out with National. These were outlined in the draft he handed out at the meeting, see attached.

NEW BUSINESS

Phase II Stormwater Regional Workshop

Deborah Evans reported on the NPDES Phase II regulations Stormwater Regional Workshop being developed by APWA National under a grant from EPA. She is representing region 10 of EPA through a task force established by APWA to establish the training curriculum and sessions on Phase II implementation.

A memo was submitted to the board from Deborah, see attached.

Board Discussion

The board discussed several options regarding the workshop and the role the chapter could play. The following are some of the points discussed.

- The workshop could be scheduled around the Spring 1999 conference.
- ACWA is very interested in co-sponsoring a workshop. Consultants are also interested in sponsoring.
- It would be an all day workshop. We may want to consider, as a chapter, conducting a couple more around the state once we have evaluated the first.
- Federal funding limitations and issues need to be worked out. Generally, the assumption is chapters will sponsor 1/2 the workshop cost. We could charge a fee to cover the anticipated sponsor cost of \$7,500, or see if that could be further reduced through contributions from consultants, ACWA.
- Water Resources Committee may be willing to assist.
- There was extensive discussion over the options of a joint Washington/Oregon workshop or an Oregon only workshop.

-Coastal zone regulation topics need to be considered for the workshop.

Board Direction

-A regional workshop, verses having the workshop in conjunction with the conference, is preferred, with outreach to Washington/Idaho. Also APWA will support follow-up workshops around the state as part of our education program.

-Deborah will help with the coordination.

-Curriculum needs to be well managed to fit the age group of our members. We agreed to assist Deborah in the review of the draft curriculum.

-Water Resources Committee will be lead with strong support by the Education Committee. Bill Wright is chair of the WRC.

-WRCCommittee needs to set up a planning session at the Spring Conference.

-Confirmed Spring 1999 as preferred timing of the workshop.

-Hugh Kalani will talk with Washington APWA representatives in March about their participation.

-The Education Committee may be involved in marketing/registration rates, etc. depending on the role of National. The goal is definitely to break even.

DELEGATE REPORT

Report was given by Hugh Kalani including information on the Regional Meeting on March 27 and 28 in Vancouver, BC.

Hugh agreed to discuss the Stormwater Phase II workshop during the March session.

There are 70 dining places to choose from for the chapter dinner with Washington Chapter during this years National Congress in Clark County. The dinner will be September 16th. The National APWA Conference is September 13-17, 1998. Hugh is coordinating. Any preferences or ideas?? Let Hugh know.

There is discussion on increasing the dues for 1999. National is trying to establish an earlier date of January for member payments.

CORRESPONDENCE

Report was given by Terry Chamberlin.

There are 647 members in the Chapter, per a report from National.

Karyn Hansen a PSU scholarship recipient sent a thank you letter.

Bullhead, Arizona has their PW Director position open.

City of Albany has their Asst PW/City Engineer position open.

John Lange is retiring on March 18th.

EDUCATION

Report was given by Jeanne Nyquist.

Traffic Signal Technicians/Electricians want to become a committee. The idea was very much supported by the Board.

Jeanne prepared the directory updates on officers/directors/committee liaisons, etc. The Board gave her corrections.

Jeanne Nyquist is the new Chapter Award Committee Chairperson. She will prepare an updated listing of the gizmo recipients or get a copy from Dan Boss.

Education Session Financial report is in the packet. Spring session flyers are out.

Education Committee meeting will be on Thursday at the Spring Conference.

Management Certificate Program Committee will meet now on March 13th during the conference, before the Board meeting.

CONFERENCE REPORT

Report presented by Dave Haskell, Spring Conference Chair.

There are spots for speakers that still need to be confirmed. They are needed soon for the registration flyer in early March. Also needed are meeting times for various committee meetings. No workshop is planned at this time.

Oregon Professional Engineers will have a workshop on Friday afternoon in Seaside, which will be identified in our registration materials.

Board meeting will be from 9:00 to 11:00 a.m. on Wednesday.

Remember moderators need to be established for the speakers people are contacting/arranging.

Registration will be \$180, delegates late registration will be \$200.

WEB PAGE

The Board agreed to allow Mike Gregg to put a hot-link button to his page in consideration of the low cost to establish our web site, and the effort he is making to assist organizations like ours to get web sites established at very low cost.

There was agreement to work with Mike and Linn-Berton on the calendaring of educational and other events.

Board requested details on committees missions, goals. Liaisons are to contact committee chairs and request they send electronic versions of missions, goals, membership, etc to Les, via e-mail - les.a.lyle @ci.eugene.or.us. They will be compiled and sent to Mike. They should be in WordPerfect format.

Jeanne Nyquist will be sending an education calendar to Mike.

Mike's e-mail address is webmaster@w-ww.com.

1999 SPRING CONFERENCE

Lance Burke gave the report.

Lodging prices are \$115 single occupancy and \$130 double occupancy. Sixty-five room registrations are to be guaranteed the first night and eighty room registrations guaranteed for the second night. As a result of this report, Board decided costs were too high and too much risk in the guarantees.

The Board decided to cancel Salishan and decided to move the conference to Welchs for Spring 1999 and Lincoln City/Newport for Fall 1999.

New Business

Delegates Conference

Hugh Kalani asked if there were any issues that he needed to raise during the conference. Nothing was raised, all is apparently well.

National Awards Review Committee

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