

American Public Works Association  
Washington State Chapter

**BOARD OF DIRECTORS MEETING**  
**Everett, Washington**  
**April 10, 2007**  
**6:30 PM**

**REVISED AGENDA**

1. Call to Order
2. Remarks by APWA National President Bill Verkest
3. Additions to Agenda
4. Secretary's Report – Tina Nelson
5. Treasurer's Report – Jay Burney
6. Vice President's Report – Mike Terrell
  - a. 2007 Congress Chapter Dinner
7. President's Report – Dave Mandyke
  - a. Kansas City Congress CD
  - b. Chapter Magazine
    - i. Update
    - ii. Content deadline April 25, 2007
  - c. Revisions to '07 calendar
  - d. Spring Conference Update – Dick Andrews
  - e. President Verkest's Challenge Letter (attached)
8. Past President's Report – Katherine Claeys
9. Chapter Liaison's Report – John Carpita
10. Delegate's Report - Craig Olson
11. Committee Reports
  - a. Awards Committee – Gary Phillips
    - i. Top 10 Public Works Leaders
  - b. Scholarship Committee – Tom Skillings
    - i. Jack Pittis Scholarship
  - c. Construction Standards Div 1 Subcommittee – Tina Nelson

12. New Business

- a. Grant for first-time attendees to National – Craig Stampher
- b. 50136 Status Report – Randy Brackett
- c. Potential of monthly APWA luncheons – Craig Stampher
- d. Addition of Conference sessions to Chapter web page – John Carpita
- e. Partnership with WAURISA – Tina Nelson
- f. Life Membership-Al Grieve – Tina Nelson
- g. Conference Facilities – Jay Burney
- h. Standing Conference Planning/Advisory Committee – Tina Nelson
- i. Website Enhancements

13. Old Business

- a. Golf Tournament w/AGC
- b. Future Conferences:
  - i. Fall 2007, October 9-12, 2007, Davenport Hotel, Spokane – Dave Mandyke
  - ii. Spring 2008, April 1-4, Ocean Shores Convention Center – Mike Terrell
  - iii. Fall 2008, October 14 -17, Marcus Whitman Hotel & Conference Center, Walla Walla – Mike Terrell
  - iv. Spring 2009 – Tina Nelson
  - v. Fall 2009, October 20-23, Three Rivers Conv. Center, Kennewick – Tina Nelson

14. Good of the Order

15. Adjournment

16. Future Events:

- a. See attached '07 calendar.

**Washington State Chapter APWA  
2007 Calendar**

**Board Meetings**

December 8<sup>th</sup> 2006 – Bear Creek Country Club – 9:30 am - Call Katherine Claeys @ 206-684-8175  
Call Dave Mandyke @ 509-625-6320 for:

January 12<sup>th</sup> 2007 – Issaquah Council Chambers – 9:30am  
April 10<sup>th</sup> 2007 – Everett Holiday Inn – 7:00 pm  
June 8<sup>th</sup> 2007 Moses Point Golf Course, Moses Lake – 9:30 am  
October 9<sup>th</sup> 2007 Davenport Hotel, Spokane – 7:00 pm  
December 7<sup>th</sup> 2007 - Bear Creek Country Club, Woodinville – 9:30 am

**Area Meeting West - Call Courtney McFadden @ 425-739-4211**

December 8<sup>th</sup> 2006 – Bear Creek Country Club, Woodinville – 11:30 am  
December 7<sup>th</sup> 2007 - Bear Creek Country Club, Woodinville – 11:30 am

**Area Meeting East - Call Dave Mandyke @ 509-625-6320**

June 8<sup>th</sup> 2007 Moses Point Golf Course, Moses Lake – 11:30 am

**National Public Works Week - May 20-26, 2007**

Public Works Week Luncheon - Call Courtney McFadden @ 425-739-4211  
May 22<sup>nd</sup> 2007 – Harborside Restaurant, Seattle - 11:30 am

**Public Works Institute**

Call John Ostrowski @ (360) 573-7594 or [ostrowj@pacifier.com](mailto:ostrowj@pacifier.com)

**Training Events** <http://www.apwa-wa.org/training/chapter.htm>

MPAC and CASC

**APWA Congress - The Best Show in Public Works** <http://www.apwa.net/>

Sep 9 - 12, 2007 - Henry B. Gonzales Convention Center, San Antonio, TX  
Aug 17 - 20, 2008 - Morial Convention Center, New Orleans, LA  
Sep 13 - 16, 2009 - Columbus Convention Center, Columbus, OH  
Aug 15 - 18, 2010 - Boston Convention and Exhibition Center, Boston, MA  
Sep 18 - 21, 2011 - Colorado Convention Center, Denver, CO  
Aug 26 - 29, 2012 - Indianapolis Convention Center, Indianapolis, IN

For all **Chapter Conferences**, below, if you are interested in.:

Being a **sponsor**? Contact Barry Scott, (206) 443-5377 or [barry.scott@tetrattech.com](mailto:barry.scott@tetrattech.com)  
Being an **exhibitor**? Contact Kelly Robinson., (206) 431-2384 or [Kelly.Robinson@abam.com](mailto:Kelly.Robinson@abam.com)  
Being a **speaker**? Contact Jay Burney, (360) 753-8740 or [jburney@ci.olympia.wa.us](mailto:jburney@ci.olympia.wa.us)

**Spring 2007 Conference - April 9-12, 2007 \* Holiday Inn, Everett**

Contact David Mandyke at (509) 625-6320 or [dmandyke@spokanecity.org](mailto:dmandyke@spokanecity.org)  
Or Jeannie Roberts @ (425) 388-6475 or [jeannie.roberts@co.snohomish.wa.us](mailto:jeannie.roberts@co.snohomish.wa.us)

**Fall 2007 Conference - October 9-12, 2007 \* The Davenport Hotel, Spokane**

Contact David Mandyke at (509) 625-6320 or [dmandyke@spokanecity.org](mailto:dmandyke@spokanecity.org)

**Spring 2008 Conference - April 1-4, 2008 \* Ocean Shores Convention Center**

Contact Mike Terrell at (206) 684-3078 or [michael.terrell@seattle.gov](mailto:michael.terrell@seattle.gov)

**Fall 2008 Conference – October 14-17, 2008 \* Whitman Hotel Conference Center, Walla Walla**

Contact Mike Terrell at (206) 684-3078 or [michael.terrell@seattle.gov](mailto:michael.terrell@seattle.gov)

**Spring 2009 Conference – TBA**

Contact Tina Nelson at (360) 337-5777 or [knelson@co.kitsap.wa.us](mailto:knelson@co.kitsap.wa.us)

**Fall 2009 Conference – October 2009 \* Three Rivers Convention Center - Kennewick**

Contact Tina Nelson at (360) 337-5777 or [knelson@co.kitsap.wa.us](mailto:knelson@co.kitsap.wa.us)



AMERICAN PUBLIC WORKS ASSOCIATION

Your Comprehensive Public Works Resource

www.apwa.net

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**BOARD OF DIRECTORS**

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San Diego, California

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Program Management & Development  
Manager  
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Public Works Director  
Town of Plymouth, Massachusetts

**FLEET & FACILITIES MANAGEMENT**  
**Ken A. Nerland**  
Director, General Services Department  
City of Fresno, California

**LEADERSHIP & MANAGEMENT**  
**Diane Linderman, P.E.**  
Director, Urban Infrastructure &  
Development Services  
Vanasse Hangen Brustlin, Inc.  
Richmond, Virginia

**TRANSPORTATION**  
**John Okamoto**  
Chief Administrative Officer  
Port of Seattle  
Seattle, Washington

**EXECUTIVE DIRECTOR**  
**Peter B. Kling**

October 3, 2006

Ms. Katherine M. Claeys  
Light Rail Project Engineer  
City of Seattle-SDOT  
PO Box 34996  
Seattle, WA 98124-4996

Dear Katherine,

As I begin my year as President of the American Public Works Association, I would like to say "Thank You" for leading your chapter and for your continuing commitment to the success of APWA. The strength of APWA is truly our chapters. Your job as Chapter President is, therefore, so very important.

I begin my presidency with a request for your assistance. While I have several goals for my short term in office, the most important one of these is what I am calling "Chapter Capacity Building." By this I mean taking the work and successes of our chapters, and raising the bar just a bit more.

Our mutual friend, Bob Browell, former APWA Director of Chapter Relations, left us a legacy document entitled "Best Practices for APWA Chapter Capacity Building." In this document, Bob identified 45 practices to measure the strength and performance of our chapters – your chapter. In addition, the APWA Board of Directors approved a new Strategic Plan on September 13, 2006, setting the framework for how APWA will deliver services to our membership over the next few years. Both of these documents have been included as a resource to your chapter.

What I would like you to do, please, is to take these two critical documents, and perform an in-depth self assessment of your chapter, asking yourself: "What do I want my chapter to be?" There is no time limit for this assessment; it may very well carry over to your successor. There is no reporting or grading to be done. Assuredly, should I visit your chapter, I will ask you how your chapter is doing on its assessment, as will your Regional Director.

The thinking behind the self-assessment is simply this: There is not an organization that exists, no matter how great they may be, that cannot be improved. Your self assessment will help you determine how good, or great, you are, or want and can be.

My personal request of you has a second part. I would like you to take on a highly visible "project" that demonstrates just what public works is, and how valuable public works is to the citizens we serve. It can be as simple or complex as you would like: an ad in a newspaper during National Public Works Week, or perhaps an equipment parade to show off snow removal equipment, or a meeting with mayors or legislators. The call is yours. The objective here is to state: "This is public works, and we are proud of our profession."

Let me close with a quote, worthy of reflection, from Johann Wolfgang Von Goethe: "The greatest thing in this world is not so much where we stand, as in what direction we are moving."

If you would like to visit with myself or Brian Van Norman, Director of Chapter Relations, about this request, please feel free to call or E-mail us:

- Bill Verkest – Office: 817.333.2806; Cell: 817.781.8251  
E-mail: [bill.verkest@hdrinc.com](mailto:bill.verkest@hdrinc.com)
- Brian Van Norman - Office: 800.848.2792; Cell: 816.332.0489  
E-mail: [bvannorman@apwa.net](mailto:bvannorman@apwa.net)

Thank you for your personal assistance to achieving this underpinning goal for 2006-07.

In Sincere Appreciation,



Bill Verkest, President  
APWA

cc: Mr. Craig M. Olson, PE, Chapter Delegate



## APWA Strategic Plan

*Approved by APWA Board of Directors September 13, 2006*

### **Mission Statement**

*The American Public Works Association promotes professional excellence and public understanding through education, advocacy, and the exchange of knowledge. The association strives to increase the competence, credibility, and influence of a growing community of diverse and committed public works leaders who serve as a centerpiece of every community to enhance health, productivity, and quality of life.*

### **Vision Statement**

*As the century unfolds, there will be continued population growth, more diversity, higher citizen expectations, and greater demand for essential public services at a time when resources are limited. Challenges will be met through the innovative use of technology, internal process improvement, creative educational programs, public policy advocacy, and prudent planning. APWA will seek new and broader strategic partnerships, invest more in Chapter and membership development, and establish integrated services that ensure a stronger public image, greater national leadership opportunities, and a more active and influential global public works community.*

### **Statement of Values**

*APWA is a dynamic professional association where high quality products and services are delivered to members and partners by a deeply committed, collaborative and knowledgeable team. Above all, we are dedicated to sustaining the essential cornerstones of communication, collaboration, understanding, and trust as the central foundation for our work with each other, our members, and our strategic partners.*

### **Long Range Goals**

*By 2010:*

- *APWA will be the members' primary gateway resource for education, knowledge exchange, and services.*
- *APWA will be the public policy advocate for the public infrastructure.*

## APWA Strategic Plan

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- *APWA will be recognized as the brand name for credible information on public works and the preferred choice for professional membership.*

### Key Strategic Initiatives

- *Develop a formal blueprint for Public Works certifications – continue the efforts that have begun and prepare a total package.*
- *Conduct comprehensive market research in various arenas – study membership structure and what attracts members (what professionals want/need), what image the APWA projects, how decision-makers are influenced, where public works fits in the public's mind – the APWA market 'position.'*
- *Hold an education summit to assess the educational efforts being made at the National Office and in each Chapter to determine available programs, gaps in professional development, and needed programs. Also consider assessing what other organizations are doing and where collaboration opportunities exist.*
- *Explore the potential of acquisition of, or collaboration with, other associations to enhance member value, share programs, devise public policy, etc. Analyze other meeting and conference types to find ways to collaborate and partner with other organizations.*
- *Create a series of awareness programs in various specific areas – promote outreach and public awareness to build identity, public awareness/support, broaden global perspective, and attract new members and affiliates. Explore a broader awareness and branding campaign for the APWA and for public works, generally.*
- *Create leadership think tanks to get together more to address major issues and consider various remedies/approaches. Utilize membership talent more by convening people to address/explore significant subjects.*

## **Best Practices for APWA Chapter Capacity Building**

*The following best practices are designed for APWA chapters. They have been distilled from actual practices from growing and successful chapters, input from the nine regional directors, and information gleaned from APWA award recipients.*

*Best practices are just that, the best examples of initiatives and activities of many of APWA's best chapters. These practices are designed to be a "stretch" for some chapters and the norm for others. Rarely would a chapter meet or exceed all best practices in any given year.*

*These practices are not designed to be a scorecard or an evaluation by the national organization. They are intended solely as benchmarks for your chapter leadership. Best practices are not intended to be static in nature with no changes or adjustments. If your chapter would like to submit additional best practices for inclusion on this list please direct them to the Chapter Relations department.*

*Finally, these best practices can serve as a foundation for the chapter's strategic planning process. Periodically scanning the chapter's practices compared to those that are considered "best" can be of value to the long term health and viability of APWA chapters.*

### **Membership Development**

1. The chapter maintains a continuously active membership growth committee.
2. Net membership is growing at the nationally established % each year (currently 1 ½ % for FY 2007).
3. The chapter has an active membership development plan of action.
4. The chapter maintains a collegiate student outreach/mentoring program.
5. Private sector membership in the chapter is balanced with that of the public sector.
6. The chapter conducts regular new member orientations.
7. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.
8. Membership retention is specifically assigned to an officer (or chapter administrator if applicable).
9. Membership retention is equal to the overall national retention rate.

### **Leadership Development**

10. At least two chapter officers attended the most recent (biennial) Chapter Leader Training.
11. The chapter delegate has a three year term of office.
12. The chapter delegate or alternate attends all HOD meetings and conference calls and regularly reports HOD deliberations to the chapter.

13. The chapter treasurer serves a minimum of two years and has a transition plan for a successor.
14. A leadership succession plan is maintained.
15. An active "past presidents" advisory committee is in place.
16. The chapter seeks ways to utilize retired members.
17. The chapter appoints a chapter diversity liaison and a chapter education liaison to work with the national level on inclusiveness and educational programs for the chapter.

### **Committees and Taskforce Development**

18. All primary committees delineated in the chapter's bylaws are chaired or staffed.
  - a. membership growth
  - b. audit
  - c. intern and student co-op
  - d. legislative and government affairs
  - e. past presidents advisory committee
  - f. strategic planning
  - g. nominating
  - h. awards and recognition
  - i. continuing education and training

### **Education and Special Events**

19. The chapter conducts at least six continuing education and/or other education programming annually to advance the Public Works field.
20. The chapter hosts local annual "Snow Rodeo" or other equipment event.
21. The chapter hosts two or more special events for members that are of a networking or fundraising value.
22. The chapter demonstrates creativity and innovation in programs and educational events.

### **Finance Management**

23. The chapter has an annual operating budget approved by the executive committee by December 15.
24. All check disbursements over \$5,000 require two signatures.
25. Hard copy monthly or quarterly financial statements are provided at all executive committee meetings.
26. The chapter has no more than 35% of its annual budget in reserve.
27. APWA financial reports are consistently completed and submitted by due dates.
28. The chapter, when budgeting for fundraising events, seeks to insure that the event has a positive cost : benefit ratio.
29. A fund development plan exists.

## **Administration**

30. The chapter's bylaws are reviewed when necessary and amendments submitted to APWA National in a timely manner.
31. The chapter led or participated in at least two annual community/public service events.
32. The chapter is in contact with APWA National staff when issues or concerns are identified.
33. The chapter periodically (at least biennially) reviews all contractual and financial circumstances surrounding its chapter administrator and/or other remunerated independent contractors. (Where applicable.)
34. The chapter has a written and relevant strategic plan that is no less than 24 months old.
35. Branches (where applicable)
  - a. The chapter is in regular communication with its branch leaders.
  - b. Sixty-percent of branch leaders attend 35% of chapter meetings.
  - c. All branch members are APWA members.
  - d. All chapter branches meet performance standards similar to that of chapters.
36. The chapter maintains a robust awards and recognition program for chapter members and regularly nominates members for APWA National awards.
37. The chapter annually convenes a planning retreat to review strategic and operational objectives for the coming year.
38. The chapter's executive committee (or executive board) meets at least ten times annually.
39. If qualified, the chapter submits application for the PACE Award.

## **Marketing and Communication**

40. The chapter has a regular periodic newsletter.
41. The chapter has rebranded all written and graphic materials and seeks a contemporary brand personality on its publications.
42. The chapter has a Website and is regularly maintained and updated with relevant, timely content.

## **Advocacy**

43. The chapter actively participates in governmental affairs and has an advocacy task force or contact person.
44. The chapter annually secures a resolution from the Governor in support of NPWW and carries out related functions of NPWW.
45. The chapter annually identifies advocacy opportunities and encourages its members to be active.

