

# APWA Washington State Chapter Board Meeting Minutes

Everett, Washington  
April 10, 2007 - 6:30 PM

## 1. Call to Order

After a delicious dinner and great fellowship the meeting was called to order by President Dave Mandyke at 7:50 P.M.

## 2. Remarks by APWA National President Bill Verkest

President Verkest thanked the board for the opportunity to be at the meeting. He noted that he thought the Transportation forum was fantastic. Thanked the board for their service and for being the executive committee, in an organization of 21,000 people, the strength is at the chapter level, if we are not strong there then we are not successful.

President Verkest shared some stories about his initial involvement w/APWA and his belief that APWA is the premier organization for the Public Works professionals. He encouraged us to embrace the people that all work for Public Works that go the extra miles to take care of the chapter and for us to continue to lead.

President Verkest ended by thanking the board for their service to the profession, to the chapter, and to APWA.

## 3. Additions to Agenda

- John Ostrowski's report
- Contract Administration Committee report
- Leadership Conference
- Board Member decision, using e-mail voting, example used for Jack Pitts Scholarship
- Invite to BC Chapter Conference

A motion was made by Tricia T to approve the agenda with the added items. The motion was seconded by Daryl G. The motion passed unanimously.

## 4. Secretary's Report – Tina Nelson

Tina N distributed minutes from the January 12, 2007 board meeting in Issaquah.

A motion was made by Daryl G to accept the minutes. The motion was seconded by Tricia T. The motion passed unanimously.

Tina reported the following correspondence:

*received:*

From:	Re:	Date:
APWA Nationals	Life Membership – Al Grieve	Feb 26, 2007

*sent:*

To:	Re:	Date:
APWA Nationals	2006 Audited Annual Report	Jan 31, 2007
APWA Nationals	Meeting minutes w/attachments from January 12, 2007 Board Meeting	March 15, 2007

The 2006 Audited Annual Report was approved by Nationals on February 13, 2007 and the January 12, 2007 board meeting minutes and attachments are posted on the Chapter Website.

#### **5. Treasurer's Report – Jay Burney**

Jay B distributed copies of the 2007 Balance Sheet and Jan 1 – March 29, 2007 Annual Budget Report. CD's have matured with a dividend to the chapter of \$3,556.79. CD's were reinvested, unfortunately the rates available were 2.39 % and 2.65%, rather than the 4.43% that we experienced last year. Significant expenses since last board meeting include: officer travel to leadership conference in Kansas City, payment to KBA for service to the Div 1 subcommittee, and payment to MRSC for services provided. Please refer to attachments for complete details. On March 29, 2007 the chapter had \$186,187.11 in assets, distributed as follows:

Checking	\$ 20,149.47
Savings	\$ 52,116.79
<u>CDs</u>	<u>\$ 113,920.85</u>
TOTAL:	\$ 186,187.11

Jay B pointed out that included in these assets are \$39,992.00 for the Jack Pittis Scholarship Fund.

A motion was made by Tina N to accept the treasurers' report. The motion was seconded by Randy B. The motion passed unanimously.

#### **6. Vice President's Report – Mike Terrell**

##### **a. 2007 Congress Chapter Dinner**

Mike T reports that we are back to an Oregon/WA dinner, difficult to find a location for 50-60 attendees. Can we commit to 50 and make a reservation?

President Verkest suggested that in San Antonio, by the river is a great place to be.

There are barges where you can do dinners, though 50 may require two (2 ) barges. Mike T is looking for locations where you can commit to 50 people.

Tina N moved that the board approve an allowance of \$300 to be used by Mike T to reserve/secure a location for the chapter dinner, and for Mike T to make the decision on location and details. The motion was seconded by Daryl G. The motion passed unanimously.

Mike T reported that he met with the Past President's Council this morning. He will provide a summary of the meeting to all board members and the past President's Council. Topics of discussion were:

- How do we carry on what Dave Mandyke has done with the Magazine?
- Integration with other organizations.
- An alliance with the Boy Scouts. They are a natural group to latch on to, model citizens that have an interest in what we do.

Minimal requirements for chapter committees, were discussed as well. These will be provided to all in Mike's notes from the meeting.

#### **7. President's Report – Dave Mandyke**

##### **a. Kansas City Congress CD**

Mike T will pass it on to Tina N and she will pass it on to Jay, as we continue to follow the order on the 2007 chapter letterhead.

**b. Chapter Magazine**

**i. Update**

John C provided that 1,500 copies were mailed out, including the entire membership, the State Legislator, all our National Congressman and Senators, all Mayors, all County Commissioners, and County Executives.

We created a "monster" now we need to keep feeding it. Everyone is going to have to help. Mike T said that Larry Southwick, volunteered to ghost write. John C also said that Cheryl Parisien has a writer that will write as well.

Cheryl is here and will attend the Conference tomorrow.

John C made a comment that unfortunately the Magazine came out the day before we had to cancel registration (due to the number of registrants) for the Spring Conference, and it was meant to promote the Conference.

**ii. Content deadline April 25, 2007**

John C is looking for your articles etc. by then.

**b. Revisions to '07 calendar**

Dave M asked everyone to review the calendar to assure that the dates are accurate. Provide any revisions/updates etc. to John C.

**c. Spring Conference Update – Dick Andrews**

It has started off very well, and the success is owed to all the great people that are helping out. We are a chapter that is striving for more and more excellence. Today's transportation forum was an example of what we can do tomorrow.

Dave M commented that we need to get committee chairs to report their activities at the Business meeting. Tina N suggested that we develop a format for Committee reporting for the next membership meeting. Jay B liked the idea, but wanted us to keep in mind that we don't want to loose track of face to face contact from the chairs at the membership meeting. Dick A advised that we provide directions as to what we expect the committee chairs to say. The chapter has a responsibility to provide directions as to what is expected of the various committee chairs. The problem in the past has been that many stood up and said nothing because they had not done anything since the last meeting. A question was raised as to if there is someone at Nationals that would educate the committee chairs? Verkest said, sure someone can do that.

Hal T asked about the international committee and to what degree do we want to get involved? Discussion followed and Mike T said he would work on some ideas. Pete C said that it would be great to create some history on each committee, to make it easier for someone to take over.

**d. President Verkest's Challenge Letter (attached)**

Dave M suggested that we use the Magazine, Pete C was concerned that it wouldn't qualify as the letter came out last fall. Dave M turned to President Verkest and asked if it would qualify. Verkest said that it absolutely qualifies, it is highly visible. Craig O volunteered to put the actual assessment together.

Jay B suggested the Transportation Forum – lots of visibility with politicians etc. President Verkest commented that the forum is beyond what you have done in the past which makes it great as well, chapters tend to do the same things year after year, and we want to see them do something different.

Tricia T suggested the City of Bellingham's education video.

Dave M asked Dick A to provide a short summary of the transportation forum to be used for the next PACE award and for the Magazine. Dick A agreed to do that.

Craig O agreed to complete the assessment for all three items (Magazine, Transportation Forum, and City of Bellingham Video).

**e. Invite to BC Chapter Conference**

Dave M circulated a letter that he had received from the BC Chapter, with an invite to attend their Chapter Conference, Sept 17-20, 2007 in Victoria, B.C. A motion was made by Tina N to pay for two (2) officers to attend the BC conference. The motion was seconded by Jay B. The motion passed unanimously. Tina N will mail a copy of the letter from the BC chapter to all in attendance. Dick A and Hal T will be attending.

**8. Past President's Report – Katherine Claeys**

In Katherine's absence Mike T covered activities with the Past President's Council under his report above. Mike T also reported that there will be a Past Presidents table reserved at the Banquet and a group picture taken at lunch time tomorrow.

**9. Chapter Liaison's Report – John Carpita**

John C circulated a copy of the Steps Magazine with the APWA advertisement. John C will send a .pdf copy to Tina N to include with the meeting minutes. John C distributed various membership reports that are included with these minutes.

**10. Delegate's Report - Craig Olson**

Nothing to report at this time.

**11. Committee Reports**

**a. Awards Committee – Gary Phillips**

**i. Top 10 Public Works Leaders**

Tina N will ask the City of Tacoma to help with a short PowerPoint presentation of Bill Pugh's Top Ten PW leader application, and talk to Dan Dawson about presenting it at the Public Works Week luncheon.

Pete C and Jill Marilley are supposed to meet with Gary P during the Conference to work on awards committee items. Dick A volunteered to help.

Mike T reminded all that the Past President's Council is working on a strategy for awards. Pete C will provide info to John C to update the awards page on the chapter website. General discussion took place about how to get more applications for awards etc. John C mentioned that the broadcast e-mail is a good tool and all agreed that an article in the Magazine was important.

Looking for nominations for Roy Morse and Public Works project of the year.

**b. Scholarship Committee – Tom Skillings**

**i. Jack Pittis Scholarship**

Tom S apologized for moving forward with sending out the applications for the scholarship prior to having a clear board decision. Time was of the essence to get it in while students were looking for scholarships. To be noted is that a board decision for the application was not required: the board had oversight and was merely there to make recommendations on the application. Tom S reported that applications were due yesterday (April 9, 2007) and that he has received five (5) applications.

A lengthy discussion followed on the scholarship. The concept that the applicant had to have an APWA sponsor, received varying comments, good idea, bad idea. Some applicants are saying that they meet the criteria, but don't have an APWA sponsor. Tom S explained that the thought process, historically, is that we wanted students that were committed to APWA, and wanted to go into the Public Works field, we had a way of tracking their process, and follow their career. We wanted Jack's scholarship to be different. With Jack's dedication to Public Service, we want someone that stands out, that is truly special, and we shouldn't abandon criterion just because people complain.

Tom S asked the board for specific input on this and received the following comments:

Dave M suggested that we wave the requirement this year as we need to expedite the process.

Tina N would like to see us figure out how to solve the lack of sponsors and the outreach needed rather than give it up as Jack was so devoted to APWA.

Pete C suggested that we try to find sponsors/mentors after the fact.

Randy B echoed Pete's comment, and suggested that we relax it this year, with a commitment that if we wanted to make the student successful, we need to reach out.

The discussion then went to the amount of the scholarship and a suggestion to raise the amount to \$10,000. Tom S said that the normal scholarship goes for \$500 to \$1,500, \$2,000 is a good one and \$5,000 is high. Tom S also mentioned that Conference attendees have been asking how they can contribute to chapter scholarships. Pete R commented that scholarship amounts have not kept up with cost of school, so would raising the amount attract additional applicants? Dave M said that we are a premier organization, and we want students to know that, we should have a premier scholarship.

Jay B moved that we raise the Jack Pittis scholarship to \$10,000, it was seconded by Daryl G and followed by discussion and friendly amendments by Tina N (we needed to commit to a way to raise additional funds to keep the scholarship alive) and Dave M (we will go back to \$5,000 if we can't find a way to raise the money).

A motion was made by Jay B that we raise the Jack Pittis scholarship to \$10,000, scholarship committee to figure out how to raise the funds, if unsuccessful the amount would return to \$5,000. The motion was seconded by Craig O. The motion passed unanimously.

**c. Construction Standards Div 1 Subcommittee – Tina Nelson**

Tina N reported that the committee has worked on creating its website and it is up and running, see handout. The committee has spent \$1,126.25 (about 12%) of the contract amount for services provided by KBA, Inc. WSDOT has committed to putting the APWA logo on the outside of the 2008 Standard Specifications book.

Tina N asked if the board would consider sending e-mail to entire membership in conjunction with the Conferences to invite anyone interested in committees to attend the committee meetings at the Conference. The board supported this.

**d. Contract Administration Committee – John Carpita**

John C reported that 85 attended the Pre-Conference workshop today on "Utility Coordination" sponsored by the Committee. The committee is planning a June workshop for Contract Administrators. The committee has added a workshop location in Camas.

Craig S asked a question about legislation related to transportation and if APWA would take a stand and support legislation and if so, how would that take place. The response was that our support would be to provide a resolution and submit it. Craig O will provide something for the fall board meeting.

## **12. New Business**

### **a. Grant for first-time attendees to National – Craig Stampher**

Continued from last meeting, a desire to attract more attendees from the Chapter to APWA Congress. Craig S reported that he did a quick search and found that Oregon has a program to support new attendees and there are lots of ways to do this. Craig S suggested a \$1,000, with some set criteria. There seemed to be a consensus for this. Craig S will establish some criteria and bring to the board at the next meeting.

### **b. 501 c(3) Status Report – Randy Brackett**

What is an appropriate amount of reserves to have, and are we supposed to handle our assets some other way? Randy B is contacting Kay Caldwell at Nationals and will report back at the June board meeting.

### **c. Potential of monthly APWA luncheons – Craig Stampher**

These meetings would be to attract those that can't attend our Conferences. Suggesting a few different geographic locations and rotating them, maybe various agencies would like to host luncheons.

### **d. Addition of Conference sessions to Chapter web page – John Carpita**

The contract totaling \$5,400 has been reviewed by Nationals.

A motion was made by Pete C to approve the contract. The motion was seconded by Craig S. The motion passed unanimously.

### **e. Partnership with WAURISA – Tina Nelson**

Tina N reported that she has been in contact with **WAURISA** (The **Washington Chapter of the Urban & Regional Information Systems Association – serving Washington's GIS Community**) for some possible joint activities. She distributed information about their upcoming conference. Tina N put out the possibility of a joint conference in 2009.

### **f. Life Membership-AI Grieve – Tina Nelson**

Tina N reported that AI Grieve has been invited to attend the Conference luncheon tomorrow to receive the award. Dave M confirmed that President Verkest will present the award.

### **g. Conference Facilities – Jay Burney**

The Conference team received many calls from people upset about not being able to attend the spring Conference. Mike T suggested that we provide guidance in the conference advertisement that we will close after a certain number of attendees. Craig O noted that a lot of people are attending that are not members. Jay B volunteered to look into what facilities are available in the State to handle the number of attendees and exhibitors that we are attracting.

### **h. Standing Conference Planning/Advisory Committee – Tina Nelson**

Planning our Conferences are getting more involved as they grow and isn't just for anyone to do. There is a lot of history surrounding some of the details that should be passed on

from Conference to Conference, though we don't really have a good system for that at the moment. It seems like each Conference committee has to re-invent a lot of wheels. There was a binder at one time put together by the City of Bellingham. Dave M will check to see if maybe the City of Yakima has it.

**i. Website Enhancements**

John C will be taking pictures of board members and committee chairs for the chapter website tomorrow. If you are not available, you need to send your own picture to John C.

John C will post the signed By-Laws on the website. Tina N suggested that we post the Annual report and some other chapter business items on the website. This is the place for our members to go for information about our chapter. Tina N will get documents to John C for posting. Please visit the site and assist with the upkeep by providing feedback to John C for items that needs updates etc.

**j. Northwest Public Works Institute and related activities**

See attached memo from John Ostrowski to Dave M.

**k. Leadership Conference – Jay Burney**

Jay B reported that the Leadership Conference was an outstanding opportunity and well organized event. One thing he took away was: "How do we take the chapters from good to great to WOW".

**l. Board Member decision, using e-mail voting – Tina Nelson**

As the chapter continues to increase the amount of business that goes on there isn't always time to wait for a board meeting, as was the case with some of the issue surrounding Jack Pittis Scholarship. We discuss issues via e-mail all the time, but how about actually voting via e-mail? Does it require a revision to our by-laws? Should we use it? If so, do we need a protocol for it? Tina N will look into this and report back at the June board meeting.

**13. Old Business**

**a. Golf Tournament w/AGC**

Randy B gave a brief update on the August 11, 2007 tournament that is coming together well so far. AGC has provided \$1,500 in sponsorship. The registration fee was set low at \$50 counting on sponsors to offset the cost. Also looking for a challenge to all sponsors to raise scholarship money. The tournament can handle 216 players with its 27 hole course. Randy B will provide something for the Magazine about the tournament.

**b. Future Conferences:**

**i. Fall 2007, October 9-12, 2007, Davenport Hotel, Spokane – Dave Mandyke**

This will be a joint Conference with the Rocky Mountain chapter.

**ii. Spring 2008, April 1-4, Ocean Shores Convention Center – Mike Terrell**

The host for the Conference is a consultant, CH2M Hill, and the contact is Torsten Lienau.

**iii. Fall 2008, October 14 -17, Marcus Whitman Hotel & Conference Center, Walla Walla – Mike Terrell**

Hal Thomas is point person.

**iv. Spring 2009 – Tina Nelson**

As previously discussed, Tina is looking into a joint Conference with WAURISA. One of the challenges for a joint Conference will be to find a location that can host such a large group, potentially 550+ for a luncheon. The Greater Tacoma Convention Center has the space, but is there someone willing to host the Conference. Tina N also noted that unfortunately there isn't a location on the Olympic Peninsula with the Capacity to hold a Conference for our chapter.

**v. Fall 2009, October 20-23, Three Rivers Conv. Center, Kennewick – Tina Nelson**

The Contract for the Convention Center has been reviewed by Nationals.

**14. Good of the Order**

Nothing to report.

**15. Adjournment**

The meeting was adjourned by President Mandyke at 10:30 P.M.

**16. Future Events:**

- a. See attached '07 calendar.

**Attendees:**

Randy Brackett, Island County  
Jay Burney, City of Olympia  
Pete Capell, Clark County  
John Carpita, MRSC  
Daryl Grigsby, City of Kirkland  
Dave Mandyke, City of Spokane  
Tina Nelson, Kitsap County  
Craig Olson, Office of Fin Mgmt  
Pete Rogalsky, City of Richland  
Craig Stampher, HDR  
Mike Terrell, City of Seattle  
Hal Thomas, City of Walla Walla  
Tricia Thomson, City of Bellevue  
Tom Skillings, Skillings-Connelly  
Dick Andrews, Sound Transit  
Bill Verkest, APWA

**Absent Board Members:**

Gary Phillips, Berger/ABAM  
Katherine Claeys, City of Seattle

**Attachments/Hand-Outs:**

Agenda Packet from Dave Mandyke  
Meeting minutes from January 12, 2007  
Financial reports  
Invite letter from BC Chapter  
Membership Reports  
Website for Div 1 Subcommittee  
WAURISA Conference  
John Ostrowski report on Northwest PW Institute