



BOARD OF DIRECTORS MEETING
Area Meeting West
Bear Creek Golf and Country Club
December 7, 2007 - 9:00 AM

MINUTES

1. Call to Order

The meeting was called to order by President Dave Mandyke at 9:10 A.M. Introductions were made around the table with the incoming 2008 board members in attendance.

2. Additions to Agenda

There were no additions to the agenda.

A motion was made by Jay B to approve the agenda. The motion was seconded by Craig O. The motion passed unanimously.

3. Secretary's Report – Tina Nelson

a. Meeting Minutes from October 9, 2007

Tina N distributed minutes from the October 9 board meeting in Spokane.

A motion was made by Randy B to accept the minutes. The motion was seconded by Jay B. The motion passed unanimously.

b. Correspondence

Tina reported that she had not received any correspondence of significance.

October 9, 2007 board meeting minutes and attachments are posted on the Chapter Website.

c. Recap of e-mail voting – MPAC request for student sponsorship

On October 19, 2007 a motion was made by Tina Nelson: "The chapter will sponsor dinner expenses for up to 15 students and two teachers to attend the November 2007 MPAC meeting, and that as part of the 2008 budget process the board will consider MPAC's request for \$1,000 for 2008".

The motion was seconded by Pete Rogalsky. One discussion request from Craig Stampher, prompting a response from Tina N, followed by a comment from Craig where he agrees with the motion as originally stated. Votes were collected via e-mail with result as follows:

Voting YES: Craig Stampher, Randy Brackett, Pete Rogalsky, Pete Capell, Hal Thomas, Daryl Grigsby, Jay Burney, Craig Olson, and Tina Nelson

Voting NO: none

Motion declared passed at 10/23/2007 @ 7:30 AM by majority vote (there are 14 voting board members)

4. Treasurer's Report – Jay Burney

Jay B distributed copies of the 2007 Balance Sheet and the January 1 – November 30, 2007 Annual Budget Report. Significant expenses since last board meeting include: awards, reimbursements for attending the British Columbia Chapter conference, delegate meeting expenses, KBA contract for services to the Div 1 subcommittee, and MRSC services to the chapter. Please refer to attachments for complete details.

Jay B noted that we have spent a significant amount of money and our revenue is above budget. The vendor night at the Spokane conference generated \$3,304.78 to the Jack Pittis scholarship fund in addition to the \$1,480.00 raised in the silent auction.

On November 30, 2007 the chapter had \$235,394.47 in assets, distributed as follows:

Checking	\$	56,987.26
Savings	\$	62,194.45
CDs	\$	116,212.76
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TOTAL:	\$	235,394.47

Jack Pittis scholarship is included in the above number with a balance of \$ 74,552.42. This amount includes funds raised at the fall conference in Spokane.

A motion was made by Craig S to accept the treasurers' report. The motion was seconded by Mike T. The motion passed unanimously.

5. Vice President's Report – Mike Terrell

a. 2008 Presidential Goals and Objectives

Mike T provided all with a copy of his 2008 Presidential Goals and Objectives. He pointed out that past president Dick Andrews had provided him a lot of help with this, though Dick doesn't want to be recognized or get credit for it, Mike wanted the board to acknowledge that he was grateful for Dick's help.

Mike's plan includes goals that were set in our strategic plan that he wants to continue development around. His main initiative/goal is to develop an Education Forum. The big question is how do we tackle this? The first product of his initiative, targeted to be in place by the end of 2008, is to have a plan in place on how we go about doing this, and then continue on with a marketing plan.

Please see attached handout for additional information.

b. Recognitions

Mike recognized Dave Mandyke's achievements and the legacy that he is leaving with the magazine. He also recognized John Carpita and MRSC, but especially John, if it wasn't for him and his extraordinary services to the chapter we wouldn't be where we are today.

6. President's Report – Dave Mandyke

a. Fall Conference Report

- 323 attendees were registered for the Conference, about 12 of those were from the Rocky Mountain Chapter
- Total conference revenue \$52,714.93

See attached Conference Report Dated December 4, 2007 for additional information.

b. Public Works Magazine

Content Deadline for the Spring 2008 issue is February 8.

John C passed out a publishing schedule for 2008, see attached.

Dave M reported that the revenue to date from the Magazine is \$6,700. We receive \$2,000 from each Magazine and 10% of profits over \$20,000.

c. Washington Asphalt Paving Association

Dave M reported that he attended (as the Chapter president) and awarded two awards – great conference. He encouraged others to attend if they had an opportunity.

Tina N will make sure that this item is added to our policy and procedures document to avoid the confusion that arose as to who should attend.

d. National Membership Summit – Denver, March 5-7, 2008

Nationals provides a \$500 stipend for this event and registration must be submitted by February 15, 2008. Suggestion was made that it was offered to Michelle Percussi to attend. Tina N will contact her and provide her with the information. Jill Marilley is interested in attending.

7. Chapter Liaison's Report – John Carpita

a. Membership Report

John C reported that we had 1,234 members at the end of October 2007, see attached membership report.

The Winter 2007 issue of the Magazine is being printed as we speak and will be distributed next week.

John C passed around the new letterhead information and asked that all board members review and correct any information as appropriate.

New board member packets were provided to all new board members.

8. Past President's Report – Katherine Claeys

Katherine C stated that she didn't have anything to report. She wants to remain involved with the Chapter and is especially interested in the education committee. She is also interested in pursuing involvement at the National level. She had an opportunity to speak with President Frevert at the fall Conference and expressed an interest in the National education committee. Dave M added that he will be happy to nominate her. Katherine continued by explaining that this is in line with what she wants to do. "There is a lot of energy with this". She sees herself as the link with National should she be selected to serve on the committee.

9. Delegate's Report – Craig Olson

Craig O started by reminding all that award nominations are due on March 1, 2008. He encouraged everyone to go to the National website. "Just check the front page on a regular basis and you will get an idea of all that is going on in the organization."

Serving on a national committee is a great opportunity. It was suggested that we discuss National committee selections at our next board meeting.

Region 9 brought up that a \$500 stipend to travel isn't very much, and it is hard on smaller chapters. A survey is going out to figure out what the expense is.

The on-line mentoring program is worth checking in to.

A climate change symposium is coming up in April.

10. Committee Reports

a. Construction Standards Div 1 Subcommittee – Tina Nelson

Tina N reported that the committee held their regular meeting on November 8, 2007. One main item that they are working on is a discussion paper to send to WSDOT on Electronic Data Files to be provided to Bidders.

b. Awards – Pete Capell

John C commented that he had received a criteria question for the project of the year award. The website really needs to be updated.

Jill M reported that she is working on updating the information on the website.

c. Technology – Randy Brackett

Another golf tournament is being planned for a Friday in August on the Avalon Golf Course (same location as last time). Question was asked as to preference for 8:00 AM or 1:30 PM shot gun start. No definitive answer given.

Randy B would like to see a Technology award, and is thinking about a criteria for that.

d. MPAC – Art Louie

Art L reported that the meeting in November on Bridge failures was a huge success. 80 people attended, including 14 students from High Schools and Colleges. The meeting was an excellent opportunity for the students to network with our members. Art L mentioned that he received feedback that the students had given glowing reports back to their classes the next day including that "Mr Louie is really smart".

Art L expressed thanks on behalf of the MPAC committee to the chapter for putting the scholarship together for the students to attend.

Their next meeting/program is on December 12, 2007 and the topic is sustainability.

11. New Business

a. 2008 Budget – Jay Burney/Mike Terrell

Jay B presented all a copy of the draft budget, and walked the board through it line by line. Comments and/or revisions were made on the following items:

Acc# 405 - revenue line item for Conferences shows \$10,000 and we have been making significantly more than that, but the board agreed that it made sense to leave

it at \$10,000. We don't want to put more pressure on the host committees. John C reminded all that we have the process to register on our website, and we could offer this to the Oregon chapter for the chapter dinner at 2008 congress.

Acc# 435 – recommended that we budget for 1,200 members.

Acc# 495 - it was noted that the budget showed that the Jack Pittis Silent Auction would be held once per year.

Acc# 491 – correction was made for the stipend for the membership training to \$500 for one member.

Acc# 555 - \$2,500 was added to allow for additional travel reimbursements, not limited to board members, for attending APWA events.

Acc# 861 – project awards need to be submitted. Dick A commented that if we make them nice looking they will have a great chance of winning at National. Tina N suggested that when sending out the student scholarship information and/or the checks that a student membership application to APWA be included. Tina N agreed to pass this on to the scholarship committee. The \$10,000 line item for Committee Support is for the Vice President (VP) to manage. All requests to be made to the VP who has authority to make decision on disbursement. An easy form needs to be created for committees to apply for funds from the “VP’s committee fund”, and an article should be put on the website to explain the “fund”.

A motion was made by Jill M to accept the budget per the discussion and to give the treasurer the authority to round numbers as appropriate to submit a balanced budget to National by December 15, 2007. The motion was seconded by Craig S. The motion passed unanimously.

b. Report on Public Works Institute – John Ostrowski

See attached report.

c. Jack Pittis Book – John Ostrowski

Dave M reported that John O was back to work on the book, and that he had interviewed Jack's family and staff at the City of Port Angeles. Little stories are as good as any big events, please provide any that you have to John O.

d. KBA Contract Supplement – Tina Nelson

Tina N presented a supplement to the current contract with KBA for 2008, see attached. There is a lot of activity in the Div 1 subcommittee. The committee is regularly receiving questions and issues that they respond to. KBA is donating at least about the same amount of time that they are billing for. There are several members that draft specifications, but it is imperative, for us to continue this effort, that there is consistency in the work, that is done in a timely manner, and reviewed by people with the right expertise. The committee is always looking out for any revisions in rules and regulations that may affect Div 1 (SHB 2010 as an example). A question was asked about legal advise, and Tina N responded that Peter Camp, attorney with the City of Everett had been involved with the committee for many years, and when he joined the executive team at Snohomish County, the committee found John Parnass attorney with Davis Wright Tremaine, to volunteer time for the committee.

Dick A asked suggested that we look into an RFP process for the selection next time. There may be others that are interested. Jay B commented that it was important to provide consistency.

Dave M noted that it wasn't necessary to vote on the contract at this time, as it had already been approved as part of the 2008 budget.

12. Old Business

a. Future Conferences:

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

The main hotel is the Shilo Inn. The food and the entertainment are complete.

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

The City of Walla Walla is handling it and there isn't anything to report a this time.

iii. **Spring 2009 – Tina Nelson**

Tina N is really struggling with a host committee. There is reluctance from City of Tacoma public works' staff to commit due to recent vacancies and changes in the management within the department. She has preliminary reservations at the Convention Center in Tacoma. Toby R expressed that Pierce County may be interested. Tina N thanked Toby R and will get back with him soon.

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

A contract is being finalized with the Convention Center.

13. Good of the Order

Michael T wants to kick-off our new year with some emphasis. Tina N suggested that the January board meeting be an extended meeting to allow for time to begin discussion on the presidents initiatives. Jill M requested that any information for the board meeting be provided ahead of time to allow board members to prepare.

The January board meeting will be held from 9:30 AM to 3:00 PM in Issaquah. John C will make arrangements for lunch.

Tina N noted that the policy notebook needs to be updated and suggested that it become a duty of the secretary rather than the Vice President. The Board agreed and Tina volunteered to update the notebook for 2007.

14. Adjournment

The meeting was adjourned by President Mandyke at 11:00 A.M.

Dave M closed by thanking the board for their support. "It has been a lot of fun and a great experience." "I am pleased with what we have accomplished this year and excited about the leadership that is coming back". He expressed thanks to Dick A for being a great mentor and ended by turning the gavel over to Michael T.

15. Future Board Meetings and Events (see 2007-08 Schedule)

Attending Board Members:

Randy Brackett, Island County
Jay Burney, City of Olympia
John Carpita, MRSC
Katherine Claeys, City of Seattle
Daryl Grigsby, City of Kirkland
Dave Mandyke, City of Spokane
Tina Nelson, Kitsap County
Craig Olson, City of Clyde Hill
Gary Phillips, Berger/ABAM
Pete Rogalsky, City of Richland
Craig Stampfer, HDR
Mike Terrell, City of Seattle
Tricia Thomson, City of Redmond

Absent Board Members:

Pete Capell, Clark County
Hal Thomas, City of Walla Walla

New Board Members attending:

Art Louie, Snohomish County
Ryan Lyyski, City of Ellensburg
Jill Marilley, HDR
Salima Nagji, HNTB
Toby Rickman, Pierce County

Others attending:

Dick Andrews, Sound Transit

Attachments/Hand-Outs:

Agenda
Meeting minutes from October 9, 2007 (not attached to these minutes – see website)
Budget Report
Balance Sheet
State of the Chapter – 2008 Presidential Goals and Objectives
2007 Fall Conference Report
2008 Newsmagazine Publishing Schedule
March Membership Madness Summit
Membership status report
Draft 2008 budget
Supplement Agreement with KBA, Inc.
NW Public Works Institute Report