

**APWA Washington State Chapter  
Board Meeting Minutes  
Moses Lake, Washington  
June 8, 2007 - 9:00 AM**

**1. Call to Order**

The meeting was called to order by President Dave Mandyke at 9:13 A.M.

**2. Additions to Agenda**

- Maintenance Committee (see notes under item 10a)
- Everett Conference (see notes under item 4)

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

**3. Secretary's Report – Tina Nelson**

Tina N distributed minutes from the April 10, 2007 board meeting in Everett.

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

Tina didn't have any correspondence to report on.

The April 10, 2007 board meeting minutes and attachments are posted on the Chapter Website.

**4. Treasurer's Report – Jay Burney**

Jay B distributed copies of the 2007 Balance Sheet and January 1 – May 30, Annual Budget Report. Significant expenses since last board meeting include: Conference Web Session Programming, services provided by MRSC, payment to KBA for services to the Div 1 subcommittee, awards, and all 2007 scholarships.

Everett returned their \$10,000 seed money, and are projecting their proceeds to be around \$36,000. A comment was made that this may be the largest proceed from a Conference ever. To which a response was made that Wenatchee in fall of 2006 had proceeds of \$39,200 plus. This opened up a discussion around the Everett Conference (as per agenda item #2). Topics discussed and comments made were as follows:

- \$400 is the highest we have ever charged. Should there be a cap? Who should decide?
- Conference chairs don't want to loose money.
- How many were turned away from the Everett Conference?
- The banquet was poorly attended.
- How many smaller agencies didn't come? – we don't know.
- We make money because we have high attendance.
- Reduced rate for agencies under a certain number. How would you track this and would you base it on population?
- What is our goal for reducing rates?
- We need to diverse the attendees, by helping some agencies attend.

- If you artificially reduce it – where do you draw the line?
- We don't have an indication that there is a problem.
- What do you spend your money on?
- A program to reduce conference fees, applied to board members and committee chairs?

President Mandyke suggested that we watch for what happens in Spokane and make sure that we hold this discussion after each conference.

Please refer to attachments for complete details. On May 30, 2007 the chapter had \$172, 116.50 in assets, distributed as follows:

Checking	\$ 21,053.04
Savings	\$ 37,142.61
<u>CDs</u>	<u>\$ 113,290.85</u>
TOTAL:	\$ 172,116.50

A motion was made by Daryl G to accept the treasurers' report. The motion was seconded by Tricia T. The motion passed unanimously.

**5. Vice President's Report – Mike Terrell**

**a. 2007 Congress Chapter Dinner**

Mike T was not able to make the meeting. Jay B reported in his place that Mike has a place for the dinner and that a deposit has been made.

Dave M will check w/Mike T on a report from the Past President's Council held at the Everett Conference.

**6. President's Report – Dave Mandyke**

**a. Awards – Nominations Needed**

Roy Morse, James Robertson, June Rosentreter, Young Public Works Leader

A few ideas were presented and more suggestions were made. President Mandyke challenged each board member to nominate one candidate for each of Roy Morse, James Robertson, and Young Public Works Leader, by July 8, 2007. Nominations to be accompanied by a paragraph justifying the nomination(s). Pete C asked that a message be sent to all board members. Tina N will send an e-mail message to all board members about this, and asking them to send all responses to Gary P and Pete C.

**b. National Committees, Request to Serve**

The following chapter members have been asked by National President-Elect Larry Frevert to serve on National committees in 2007-2008 (see letters attached to these minutes):

Awards Review Committee – Dick Andrews

Transportation Committee – Craig Olson

Government Affairs Committee – Roger Flint

Leadership and Management – Bill Sterling

**c. Food Bank Donations**

Fruit and food baskets were on the tables at the Everett Conference and 285 lbs were delivered to the food bank.

Dave M has similar thoughts for Spokane.

Pete C suggested to continue this – though food banks sometimes would rather have money that they can use to purchase the particular needs that they have. Can we do something where attendees put forth money to a food bank collection?

Jay B suggested that we have a center piece on the tables (at the Conference) that the attendees can bid on.

**d. APWA Student Membership**

Letter from National – don't leave students behind, focused on college students (see attached brochure).

**e. Public Works Magazine**

Content deadline is August 1, 2007 for the fall issue.

John C informed the board that the summer issue is in the mail as we speak and that the on-line version is ready to be posted.

Advertising for the Magazine is selling well. Cheryl had received a request to do a belly band rap for the fall issue of the Magazine. The board knotted their heads and agreed to OK this and that it didn't need a formal vote.

**f. Committee Reports – Mike Terrell & Tina Nelson**

Written reports from committees to be due by end of the year. Tina is working on a draft as to what this report may include. Keeping it simple. A draft report template will be ready by the next meeting. Tina is also working on a committee report format for the membership meeting. She will complete this and send to all committee chairs prior to the Spokane Conference.

How do we get the committee chairs to attend/participate in the general membership meetings? Should it be an expectation for all committee chairs to be at the membership meeting or to have representation there?

After additional discussion it was decided that all committee chairs/administrators be invited to the board dinner at the Spokane Conference to talk about committees over dinner. Tina N will send out the invite.

**g. Request to Serve on Five member Chapter Advocacy Task Force**

This task force would be working from September 2007 through January of 2008.

Pete C and Daryl G expressed an interest. Dave M asked that they submit a paragraph of interest to him and he will send it to Nationals.

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

Katherine provided PACE award copies to Dave M for his use in future application. She noted that June 20 is when the notice is coming out about the award. Gary P reminded all that project of the year nominations are required for the chapter to be eligible for the PACE award.

Board nominations are due July 12. Suggestions were provided to Katherine.

## **8. Chapter Liaison's Report – John Carpita**

### **a. Membership Report**

John C reports that the Chapter has 1,209 members. He did not bring any reports as he was in Ellensburg yesterday, the day that the new reports came out. You may check our reports on National's website.

Postings of Conference pictures are behind, John is very busy, but he will catch up in July. Tina N asked for the committee chair pictures to be posted as they came available as well.

Suggestions/Revisions to the website to be sent to Holly Stewart, she will check with John if need be. John C suggested to designate a web person on the board to monitor the website, and that requests be sent to that person. Tina N volunteered for this task.

The website for Technical sessions is ready. John will meet with affected parties to teach them how to use it.

## **9. Delegate's Report - Craig Olson**

Craig O was not able to attend the meeting. A question was raised as to how a delegate is elected. Craig O does a good job, but how would we replace him should he decide not to continue? Tina N will find out.

## **10. Committee Reports**

### **a. Maintenance Committee**

Dave M had received an inquire from Glenn Akramoff with the City of Covington about the formation of a Maintenance committee. The board wants to encourage him to form the committee. Dave M will respond to him asking for a vision, goal, etc.

### **b. Construction Standards Div 1 Subcommittee – Tina Nelson**

Tina N reported that the committee has posted new General Special Provisions (GSPs) and they are working on GSPs in response to SHB 2010 (bidder responsibility criteria), and a technical session at the fall Conference on Dispute Review Boards.

## **11. New Business**

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

Craig reported that the Oregon chapter has one. Questions were raised about the criterion, and if it seemed reasonable, why not use their criterion? Craig will locate the info and send to the board.

A motion was made by Jay B that a grant be established for \$1,000, limited to public agencies, i.e. consultants would not be eligible. The motion was seconded by Katherine C. The motion passed unanimously.

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

Randy B was not able to attend the meeting.

**c. Monthly Luncheons – Craig Stampher**

The idea is to keep the cost at a set amount. If the organizer doesn't break even, that is OK. There are funds to cover this. We are looking for something in September. A suggestion was made to encourage agencies to share about their projects.

**d. E-mail Voting – Tina Nelson**

Tina N has reviewed the chapter by-laws and found that **ARTICLE IX – MEETINGS** of the by-laws to be the closest to covering this item. In Section 3 they read:

*Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of Illinois.*

She has raised the question with Brian Van Norman at Nationals and Nationals will be discussing this particular topic at their meeting on June 9-10, 2007. She will hear back from Brian and report at the next meeting.

As for electronic balloting, our chapter is the test chapter and it will be available this fall per John C.

**e. Chapter Self Assessment – Craig Olson**

Tina N will follow-up with Craig.

**f. Jack Pittis Scholarship Raffle – Dave Mandyke**

It was suggested to provide something from the Conference budget to use in a raffle. Discussion followed on how to raise additional funds to sustain the scholarship fund. We would like to award \$10,000 next year.

Pete C moved that all proceeds but \$10,000 from the Everett Conference go to the Jack Pittis scholarship fund. The motion was seconded by Gary P. The motion passed unanimously.

**g. Resolution Supporting Regional Transportation Investment District (RTID) Legislation – Craig Olson**

What do we do with the resolution? How do we make it effective? How do we publish it? Wouldn't Craig O be the one to know? Dave M will make contact with Craig.

**h. Conference Facilities – Jay Burney**

Jay B, with assistance from John C, had compiled a list of locations, that was distributed. (See attachment).

Maybe we can keep updating this as we find more info about available, suitable, facilities.

Jay B will work with John C about a space on the website for this and other documents

**i. Bellingham Video**

Nothing to report at this time. Dave M will come back to this at the fall Conference.

## **12. Old Business**

### **a. 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**  
No report in Mike's absence.
- iii. Fall 2008, October 14 -17, Marcus Whitman Hotel & Conference Center, Walla Walla – Mike Terrell**  
No report in Mike's absence.
- iv. Spring 2009 – Tina Nelson**  
Tina is still working the concept of a joint Conference with WAURISA. She is looking closely at Tacoma, but doesn't have a commitment from them.
- v. Fall 2009, October 20-23, Three Rivers Conv. Center, Kennewick – Tina Nelson**  
A contract has been submitted for review.
- vi. 2010**  
Jay B is leaning towards Wenatchee as that is where Jay attended his first Chapter Conference and is also where he was elected to the board.

## **14. Good of the Order**

### **National Public Works Week**

Daryl G reported on Kirkland's PW week activity. They set-up an area at the Wednesday farmer's market with PW information, some equipment etc., and a sand box for kids with equipment.

Jay B reported that the City of Olympia, Public Works, did an employee stream restoration project.

Pete C reported that Clark County did a program where grade school student helped educate their community on protecting local streams through a Clean Water Billboard Art contest.

Tina N reported that Kitsap County had a day-long educational program for 150 students from five local elementary schools. The education program consisted of station where the students learned about a variety of PW tasks like traffic signals, surveying and mapping, sign making, and wastewater treatment.

All were encouraged to provide articles for the next Magazine and to submit to National.

## **15. Adjournment**

The meeting was adjourned by President Mandyke at 11:36 A.M.

## **16. Future Board Meetings Events:**

Spokane Fall Conference – Tuesday, October 9, 2007 @ 6:30 P.M.

**Attendees:**

Jay Burney, City of Olympia  
Pete Capell, Clark County  
John Carpita, MRSC  
Katherine Claeys, City of Seattle  
Daryl Grigsby, City of Kirkland  
Dave Mandyke, City of Spokane  
Tina Nelson, Kitsap County  
Gary Phillips, Berger/ABAM  
Craig Stampher, HDR  
Tricia Thomson, City of Bellevue

**Absent Board Members:**

Randy Brackett, Island County  
Craig Olson, Office of Fin Mgmt  
Pete Rogalsky, City of Richland  
Mike Terrell, City of Seattle  
Hal Thomas, City of Walla Walla

**Attachments/Hand-Outs:**

Agenda  
Meeting minutes from April 10, 2007 (not attached to these minutes – see website)  
Financial reports  
Letters from President Elect Larry Frevert  
Connect your student to the world of Public Works  
APWA WA Chapter Conf Facility Listing