



The organization of choice in providing public works education, advocacy, expertise, and public awareness for its diverse community of members.

BOARD OF DIRECTORS MEETING MINUTES

Hal Holmes Community Center, Kittitas Room, Ellensburg, WA

June 24, 2022

BOARD MEMBERS PRESENT:

Scott Sawyer, President
Lauren Behm, Vice President (virtual attendee)
Tara Olsen, Treasurer
Jeff Brauns, Secretary
Donald Huling, Past President, Alternate Delegate
Mike Clark, Delegate
Max Phan, Board Member 2021-2022 (virtual attendee)
Jennifer Walker, Board Member 2021-2022 (virtual attendee)
Mallory Wilde, Board Member 2021-2022
Charles Eaton, Board Member 2022-2023
Angela Brady, Board Member 2022-2023 (virtual attendee)
Karissa Witthuhn, Board Member 2022-2023

BOARD MEMBERS ABSENT:

Steve Worley, Board Member 2021-2022
Jordan Ottow, Board Member 2022-2023 (sick)

OTHERS PRESENT:

Thanh Jeffers, Spring Conference Co-Chair (virtual attendee)
Darci Bell, Fall Conference Co-Chair (virtual attendee)

CALL TO ORDER

- President Scott Sawyer called the meeting to order at 9:13 AM and led introductions.

BOARD ACTIONS TAKEN SINCE LAST BOARD MEETING

- March 2022 Treasurer's Report Approval, e-mail vote held 5/12/2022

MOTION: Approval of the Treasurer's Report

VOTE: Approval by a unanimous vote (11 votes submitted)

APPROVAL OF AGENDA

- ***MOTION: Move the Treasurer's Report to the end of the agenda due to the anticipated time needed to discuss this topic.***
VOTE: Approval by a unanimous vote
- ***MOTION: Approval of the agenda***
VOTE: Approval by a unanimous vote

SECRETARY'S REPORT

- Minutes from April 2022 Board Meeting
MOTION: Approval of the minutes form the April 13, 2022, Board Meeting
VOTE: Approval by a unanimous vote
- Document Storage and Transitions – Jeff to coordinate with LILT. Scott recommended being aware of updated pricing for online services.

VICE PRESIDENT'S REPORT

- 2022 Committee Summit Action Updates
 - The Student Outreach Committee is working with the Emerging Professionals Committee to put on a resume workshop.
 - The Emerging Professionals Committee is working on upcoming tours.
 - Steven Reed is the new Co-Chair for the Diversity, Equity, and Inclusion Committee.
- Committee Updates
 - Updates – Lauren is using Google Drive to manage changes to committee chairs, etc.
 - Charles has three people identified to chair the Membership Committee. Roles & responsibilities need to be defined.
 - Reports & Annual Workplans – She has received a good turnout.

PRESIDENT'S REPORT

- PWX (Charlotte, North Carolina, August 28 to 31). Eight members from the Chapter are planning to attend, including Scott Sawyer, Donald Huling, Caroline Barlow, Mike Clark, Peter De Boldt, and Lauren Behm.

PAST PRESIDENT'S REPORT

- PACE Award – The Chapter's entry was submitted. Only one item was not checked regarding COVID; it is unlikely to affect the award. The package was very attractive. It cost \$1,400 to prepare. There was open discussion regarding the effort expended for the submittal vs. the award submittal requirements. It was asked if this is money well spent? There are no known uses for the PACE award (beyond submittal to National). Scott will ask around to see if there are other uses for the award. Mallory shared that the Marketing Committee is highly underutilized.
- Eight candidates are nominated for the four vacant board positions for 2023-2024. Nominations for Secretary are Jim Rioux & Carolyn Barlow. Bio requests sent out yesterday.
- Donald encouraged all attendees to try and nominate a single individual for one of the individual awards. Nominations open June 15 and close August 1. Categories and applications are on the Chapter website.
- Donald is recruiting new Board Members.

- PWX: Tina unable to attend. He is looking for a venue for the Region IX dinner. Jeff and Donald nominated to ask Peter to attend. Lauren offered to coordinate the Chapter dinner.
- The February meeting was cancelled. The National advocacy group is making great connections with Congress. They are still requesting that we visit the National advocacy website to "tell our story." Text PWX at 52886 for advocacy. Will reassemble at PWX.

DELEGATE'S REPORT

- Donald reported for Mike who stepped out of the room.
- Mike is meeting with Tina Nelson (Region IX Director) typically monthly.
- Chapter membership hasn't changed much, still #3.

BOARD MEMBER REPORTS

- Max Phan - MPAC met last Wednesday to plan out meeting topics for September to May. Holding a UW student meeting in January.
- Jennifer Walker - Paul Williams/City of Everett is the new Co-Chair for the Technology Committee. The committee website has been updated. They are meeting at least quarterly. A rebranding proposal for the committee was sent out for discussion. The Asset Management Committee discussed creating a blog. They are still looking for Co-Chair.
- NEW BUSINESS item: Restructuring the Technology Solutions Committee. Both Co-Chairs thought that they were separate.
MOTION: Rename the committee's name to Technology Committee and align with National. Adopt new Committee name & Mission statement.
VOTE: Approval by a unanimous vote
- Steve Worley – (not in attendance)
- Angela Brady - The Government Affairs Committee met yesterday. A Federal funding exchange study was discussed– should APWA sponsor a study? They discussed how to collect whole funding packages for projects awarded a federal grant; she will share example study from Florida. Policy objectives for the 2023 Legislative agenda are being prepared. There is a lack of skilled staff resources at ACEC. An Advocacy 101 session is planned for the fall conference. Scott asked if there has been any discussion on MNFS? Angela will add that for future discussion. Charles indicated that Ecology has indicated that they are going to have to comply.
- Jordan Ottow - (not in attendance)
- Karissa Witthuhn – No update from the Division 1 Committee. Construction Standards Committee: Luke Assink/WSDOT is looking to resume from COVID hiatus. The Mentorship Committee is getting off the ground. They met last week with the Marketing Committee to launch awareness at the fall conference. Karissa shared a raising awareness of Public Works from a recent Touch-a-Truck event in Ellensburg on a weekday. The city, county, WSDOT, Waste Management, and School helped to sponsor the event. The city put forward about six

stations: coloring books, balloons, snow cones (order by utility color) PW Paws. An estimated 450 kids attended. Smokey the Bear was in attendance.

Scott asked Karissa to discuss with Juel for a possible magazine article and blog post.

- Charles Eaton – The Membership Committee is ready to get kick started. They are planning to meet in July. He has three candidates identified for possible Committee Chair. Donald asked about required vs. wish list items.
- Mallory Wilde – Nothing to report.
- Tara Olsen – Julius Rwamashongye/SDOT is the new Co-Chair of the Diversity, Equity, and Inclusion Committee. A potential DBE open house is tentative. The History Committee is interested in updating the Building WA book (published around 1985). For now, they are going to perform a high-quality scan of the book. Lilt sourced this work for \$200.
- Jeff Brauns – The Transportation Committee submitted their reports.
- Lauren Behm – The Scholarship Committee released the applications for the Chapter scholarships approximately six weeks ago. They are due today. The committee has a few new members. Another raffle is planned for the fall conference.

SCOTT SAWYER STRATEGIC PLAN Q1 UPDATES – SCOTT SAWYER

- Scott asked from additional progress to be made. He is planning for this topic to be a main focus in October.

OLD BUSINESS

- None

NEW BUSINESS

- Restructuring the Technology Committee (discussed under Jennifer's update above).
- Proposed Rate Increases for Conferences (based on anticipated increased catering costs)
 - New rates would result in increased revenue of approximately \$27k.
 - Mike suggested rounding the cost to the nearest \$50. He asked how WA conferences compare to other peer conferences. He indicated that the number one reason people attend is marketing. Thanh indicated that we are low compared to WWA.
 - Should we consider special rates (Younger Member, Maintenance, First timer's)? Scott will ask the committee chairs to review rates and to look at any added value.
 - Charles offered that if the Chapter is struggling to get people to a conference, then we struggle getting them to be a member.
 - ***Direction: Goal to conduct an e-mail vote on recommended rates by July 1.***

GOOD OF THE ORDER NONE

FUTURE CONFERENCES

Scott Sawyer – 2022

- Fall – Spokane, October 5-7

Lauren Behm – 2023

- Spring – Tacoma, April 25-28
- Fall – Wenatchee Oct 3-6

Tara Olsen – 2024

- Spring – Vancouver, April 9-12
- Fall – Kennewick, TBD (under negotiation)

Jeff Brauns – 2025

- Spring – Tacoma, TBD (under negotiation)
- Fall – Yakima, TBD (under negotiation)

TREASURER'S REPORT

- Card Reader Options: Tara reviewed two options to allow use of credit cards for scholarship fundraising, etc.; Square and QuickBooks. MRSC recommends QuickBooks. It includes a nice charging station and is \$30 more than Square. Processing fees: Square is 2.65% + \$0.10. QuickBooks is 2.40% + \$0.25. The breakeven point is about \$70 with QuickBooks being lower for transactions above \$70.
- Chapter Banking Update: Everything fairly good, still trying to get Debbie Sullivan off of the account.
- MRSC Update – Things are getting better with MRSC staff performance. Two errors were found on the last round.
- Chapter Audit A lot of documents are due at the end of July (budget, MRSC). Tara will be out of the country 7/21 to 8/1. Request for delay to National must be submitted by 7/20. Executive officers not allowed to work on audit. Now handled virtually. Due by end of August.
Karissa and Angie (via Scott) volunteered.
- Quarterly Treasures Report
vs. – Actual \$52,306 ahead vs. forecast deficit of ≈ \$55,225
MOTION: Approval of the Quarterly Treasurer's Report
VOTE: Approval by a unanimous vote
- Proposed 2022-2023 Budget
 - Higher registration revenue is estimated for both conferences based on increased number of registrants. (\$6,000 revenue is forecast for the fall conference based on 320 attendees). Scott offered for future discussion (for the fall meeting or the January

Retreat): The Conference Committee is quite conservative with budgeting, erroring on the side of caution. Do we want to continue being this conservative or budget closer to reality?

- The current \$91,035 deficit is high. Donald indicated it is typically \$50k to \$70k.
- \$3,000 per delegate to attend PWX. One night less is budgeted for the Executive Board.
- Toby Rickman (Top 10 Recipient) has asked the Chapter for PWX registration support.
- The Technology Committee requested \$300. In previous years they have requested a \$9k deficit. This year \$300.
- The Division 1 Committee requested \$15k for consultant support to help write specs. They typically do not use it all. It was decided to contact them to see if they have a specific plan for their budget request.
- Discussion of potentially merging the Marketing Committee and the Magazine Committee to form a combined Marketing & Publications Committee. Use of LILT vs. the Marketing Committee was discussed.
- Donald offered that the primary factors affecting the budget are the Spring Conference, Fall Conference, and Consultants.
- Mike asked where are we making investments in our Strategic plan initiatives?
- ***There was consensus in resolving the above items and that a subsequent vote to approve the budget would be conducted by e-mail.***

NEXT BOARD MEETING

- 6:30 PM, Tuesday, October 4, 2022 – Redwood Boardroom, Davenport Grand Hotel, Spokane WA.

ADJOURNMENT

The meeting was adjourned at 11:59 AM.