



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

Redwood Boardroom, Davenport Hotel, Spokane, WA

October 4, 2022

### BOARD MEMBERS PRESENT:

Scott Sawyer, President  
Lauren Behm, Vice President  
Tara Olsen, Treasurer  
Jeff Brauns, Secretary  
Donald Huling, Past President, Alternate Delegate  
Mike Clark, Delegate  
Max Phan, Board Member 2020-2022  
Jennifer Walker, Board Member 2020-2022  
Mallory Wilde, Board Member 2020-2022  
Angela Brady, Board Member 2022-2023  
Karissa Witthuhn, Board Member 2022-2023 (virtual)  
Jordan Ottow, Board Member 2022-2023 (joined at 7:47 PM)

### BOARD MEMBERS ABSENT:

Steve Worley, Board Member 2020-2022  
Charles Eaton, Board Member 2022-2023

### OTHERS PRESENT:

Juel Lugo, LILT  
Bethany Maines, LILT  
Alyssa Ardourel, Young Leader Award Winner  
Toby Rickman, NWPWI  
Jim Rioux, Government Affairs Committee Chair

### BOARD ACTIONS TAKEN SINCE LAST BOARD MEETING

- 2023 conference rates, e-mail vote held 7/10/2022  
*MOTION: Approval of 2023 conference rates*  
*VOTE: Approval by a unanimous vote (13 votes submitted)*
- 2022-2023 Budget, e-mail vote held 7/15/2022  
*MOTION: Approval the proposed 2022-2023 budget*  
*VOTE: Approval by a unanimous vote (12 votes submitted)*

## CALL TO ORDER

- President Scott Sawyer called the meeting to order at 6:40 PM and led introductions.

## APPROVAL OF AGENDA – SCOTT SAWYER

- Additions/Deletions  
*MOTION: Approval of the agenda*  
*VOTE: Approval by a unanimous vote (11-0)*

## NEW BUSINESS

- Action to Adopt Draft 2023 Legislative Agenda, Jim Rioux
  - Contract w/ Mike Shaw is self-renewing, he has not asked for an increase
  - Leveraging partnerships – AWC, FINSIB, WAC (WA Counties), WSDOT/Jay Dry  
Recurring themes - Recurring funding for Transportation. Move Ahead WA caught them flat footed. Passed purely on political terms.
  - Angela knows some members of CPARB – offered to conduct some advocacy.

*MOTION: Adopt 2023 Legislative Agenda*  
*VOTE: Approval by a unanimous vote (11-0)*

- Proposal for Training Program from the Northwest Public Works Institute, Toby Rickman
  - Northwest Public Works Institute generally provides about \$13k revenue annually. The core focus is supervisory & management levels.
  - Proposal: Add an executive level class for both public & private (draft flyer distributed – attached).
  - There is a lot of turnover at the executive level – lots of opportunity. Important to get these organizations attached to APWA. Helps build the industry and strengthen our chapter.
  - Anticipate net revenue of \$10k/class.
  - Format: Executive retreat style class. Easily 8, probably 10 former Top 10 APWA Award Leaders for leading the course; 500+ years combined experience.
  - Requests from the Chapter
    - 1) Use Meeting Visions for advertising, registration & signups (they are used now for NWPWI)

- 2) Use LILT to help develop content for new course workbook (one-time effort). Tara suggested asking the Marketing Committee before utilizing LILT
  - 3) Utilize Chapter for surveys
- Discussion:  
SCOTT: A fantastic idea. Think the price is too low (PSMJ principal boot camp is \$2700 for 2-days)  
TOBY: Target audience is smaller agencies – 75% of APWA’s membership is agencies below 50,000.

***MOTION: Support the course in principle. Toby to sort out the specific costs for future separate action by the board***

***VOTE: Approval by a unanimous vote (11-0)***

- Chair changes for the PreFOG Wastewater Committee, Jennifer Walker Julie/LOTT has changed positions. She has been trying to get a replacement, inquired with two for the co-chair role, have not heard back. She asked the group to be on the lookout for a chair.

#### **TREASURER’S REPORT – TARA OLSEN**

- Quarterly Treasurer’s Report
  - 10.6% expense vs. 7.4% revenue – a lot of recent registrations
  - 423 registrations for Spokane
  - Budget is decently on track. Overall - \$16k in the hole, currently \$24k in the positive...most of fall conference is not here.
  - \$10k savings vs. budget for Spring 2023

***MOTION: Approve treasurer’s report***

***VOTE: Approval by a unanimous vote (12-0)***

- 2022-2023 Budget was approved (*see prior board actions above*). All committee chairs have been notified.
- Approved update to Conference Registration Fees (*see prior board actions above*).
- Chapter Banking Update – Still having challenges with B of A. Still haven’t been able to get Debbie Sullivan off the account.
- 2021-2022 Audit
  - Submitted on Friday, 9/30

- Continuing to have issues with Molly at MRSC. Suggest escalating the issue. Angie knows Tracy Burrows. Tara, Jeff, & Angie agreed to have a conversation with her to share our concerns.
- Card Reader has been purchased and is ready to go for the Scholarship fundraiser.

#### SECRETARY'S REPORT – JEFF BRAUNS

- Minutes from June 2022 Board Meeting  
***MOTION: Approval of the minutes form the April 13, 2022, Board Meeting***  
***VOTE: Approval by a unanimous vote (12-0)***
- Chapter Election Results
  - Board Seat 1: Mary Heather Ames, PE, Transportation Manager, City of Tumwater
  - Board Seat 2: Bill Preston, PE, City Engineer, City of Yakima
  - Board Seat 3: Leah Rohan, PE, Environmental Engineer, City of Walla Walla
  - Board Seat 4: Tie vote  
Julius Rwamashongye, CCM, Director Capital Projects Division, SDOT  
Justin Matthews, PE, Principal / Transportation Project Manager, KPFF  
*The Chapter bylaws specify that one board member shall be from the private sector. Consequently, no runoff election was held.*
  - Secretary: Jim Rioux  
***MOTION: Approval of vote results and destroy ballots***  
***VOTE: Approval by a unanimous vote (12-0)***
- Document Storage and Transitions
  - Inquired if National has retention guidelines.
  - Group consensus to retain minutes for perpetuity and financials for 7 years  
Historical board members – A living document  
Awards -Committee liaison to reach out to them  
Recommendation for awards committee to maintain past awards on the Chapter website

#### VICE PRESIDENTS REPORT – LAUREN BEHM

- January 2023 Board Retreat, 1/12 to 1/14 - the week of Winter Fest. 17 rooms reserved.
- 2022 Committee Summit Action Updates

- Working together (a retreat goal) - Allyssa & Jordan are working on getting committees to work together
- Alyssa is working on an EP 101 series with other committees to learn what they do and promote growth within the chapter. Partnered w/ Marketing Committee to develop marketing documents.
- Student Outreach is resuming night meetings– common interest/support each other.

#### **PRESIDENTS REPORT – SCOTT SAWYER**

- Washington Transportation magazine “partnership”  
The WA Chapter is not the focus; they just want to include us. Questions were asked about their messaging. Are there any political slants? SCOTT indicated they were neutral. The Arizona issue was primarily articles from ADOT plus advertisers. DONALD– What do we get out of it? What is it doing for us? JUEL asked if this would be a violation with our current magazine agreement? Also are we diluting APWA’s outreach? TARA indicated there did not seem to be a conflict after a cursory review of the Craig Gillman contact.  
There was not unanimous support. SCOTT will tell them that they will pass for now.

#### **PAST PRESIDENTS REPORT – DONALD HULING**

- Recruiting New Board Members.
- PWX Debrief - 13 from the Chapter attended. Toby received a Top 10 Award.

#### **DELEGATES REPORT – MIKE CLARK**

- Many committees have been sunsetted.
- Chapter membership is 1509. 42 new members this month. There are agency memberships that have vacancies (vacancies do not count towards membership). Texas is 1992, Florida is 1641, and Chicago Metro is 1475.
- Chapter Leaders training is held monthly.

#### **BOARD MEMBER/COMMITTEE LIAISON REPORTS**

- Max Phan  
MPAC –9/21 meeting at Ivars had to be cancelled because only four registered. Upcoming meetings are 11/16 (Marysville Stormwater), 12/14 (WSDOT Fish passage), 1/18 (W Student Chapter), 2/16 (forest fire recovery), 3/15 (Totem Lake Connector), and 5/17 (WA Project funding opportunities).

- Jennifer Walker
  - PREFOG - Need a new Chair, have 2 Co-Chairs.
  - Asset Management – Need a Co-Chair. Started a blog.
  - Technology -Board approved new name & mission statement. Have 2 new Co-Chairs.
- Angela Brady
  - Government Affairs – Sponsoring a technical session tomorrow.
  - Biophilic Design – Committee is having a hard time getting any members. Jasmine is still resistant to combining with Environment & Sustainability.
  - Environment & Sustainability – Updating committee webpage. Four sessions were submitted for the fall conference, three were accepted.
- Jordan Ottow
  - Maintenance – The ROADEO is back! Very impressed with committee efforts – they worked hard to get it back. Lots of partners & vendors. Future committee leadership likely to be an upcoming topic.
- Karissa Witthuhn
  - DIV 1 – Have a table at breakfast.
  - Mentorship – Alyssa has done a great job getting participation. Meeting Thursday AM. Target to launch the program next spring. Planning to bring materials to Board once they are ready. Seeking upper-level feedback.
- Lauren (for Charles Eaton)
  - Membership - Recruited three to resume the committee. Leah Rohan (new board member, [didn't catch 2<sup>nd</sup> name], and Jennifer Saugen.
- Mallory Wilde (none)
- Tara Olsen – (none)
- Jeff Brauns
  - Transportation – Meeting Wednesday at 10:15 AM.
- Lauren Behm
  - Scholarship - Fundraiser Wednesday, buy a hat to support. Scholarship winner will be speaking at lunch on Thursday.

## **STRATEGIC PLAN Q1 UPDATES – SCOTT SAWYER**

### DIVERSE MEMBERSHIP – CHARLES EATON

- Recruit Membership Chair(s)
- Define Roles & Responsibilities



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#### VOICE – ANGIE BRADY

- Technical Session Development – Advocacy 101 session tomorrow.

#### VALUE – LAUREN BEHM

- Work Plan Development

#### EDUCATION & NETWORKING – CHARLES EATON/JORDAN OTTOW

- Recruit Chair(s)
- We have a ROADEO! Committee chairs are excited and holding tight

#### **OLD BUSINESS - *NONE***

#### **GOOD OF THE ORDER**

- ALYSSA – She is participating in the Emerging Leader’s Academy. The class size is doubling next year. She encouraged other emerging leaders to apply.

BOARD SHIRTS: WEDNESDAY

#### **FUTURE CONFERENCES**

##### **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)

#### **ADJOURNMENT**

- The meeting was adjourned at 9:08 PM.

#### **NEXT BOARD MEETING**

- January 12, 2023, Board Retreat and Meeting – Chelan, WA