



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

Tacoma Convention Center Room 403

April 25, 2023

### BOARD MEMBERS PRESENT:

Lauren Behm, President  
Tara Olsen, Vice President  
Jeff Brauns, Treasurer (arrived at 5:30 PM)  
Jim Rioux, Secretary  
Mike Clark, Delegate  
Donald Huling, Alternate Delegate  
Angela Brady, Board Member 2022-2023  
Karissa Witthuhn, Board Member 2022-2023  
Jordan Ottow, Board Member 2022-2023  
Charles Eaton, Board Member 2022-2023  
Bill Preston, Board Member 2023-2024  
Mary Heather Ames, Board Member 2023-2024  
Leah Rohan, Board Member, 2023-2024  
Justin Mathews, Board Member, 2023-2024

### BOARD MEMBERS ABSENT:

Scott Sawyer, Past President

### OTHERS PRESENT:

Toby Rickman, NWPWI  
Brenna Harrington, Parametrix  
Juel Lugo, LILT  
Linda Ayala, Conference Committee, Co-Chair  
Thanh Jeffers, Conference Committee  
Grace Richardson, Marketing Committee, Chair

### CALL TO ORDER

- President Lauren Behm called the meeting to order at 4:00 PM.

### APPROVAL OF AGENDA – LAUREN BEHM:

- Additions/Deletions

- Lauren requested addition of an agenda item to discuss the Governor's Public Works Week proclamation.

***MOTION: Approval of the agenda with addition of the Governor's proclamation item.***

***VOTE: Approval by a unanimous vote (13-0)***

#### **NORTHWEST PUBLIC WORKS INSTITUTE (NWPWI) UPDATE**

- Toby Rickman provided an update of NWPWI.
- John Ostrowski is retiring. Toby will accelerate his transition to lead Washington's institute.
- Toby met with Oregon Board about the current status and his transition and today he is meeting with us, the Washington Board of Directors.
- Three classes are currently scheduled.
- His proposal is designed to make the classes more profitable.
  - During Covid the classes were held at public agency facilities instead of a hotel with meeting facilities.
  - This saved money and gives the host three spots. The institute then has capacity to pay for food.
  - Currently the institute is paying \$1600 for books. An informal survey found that they are not used by students after the class. Switching to an online reference library can eliminate this cost.
- Toby is convening a committee to refresh course materials.

Lauren asked if we needed to vote on Toby's proposal. After a brief discussion the board asked that Toby bring a formal proposal back to the board in June. The board will hold a formal vote when the board considers the budget for the new fiscal year.

#### **NWPWI REBRANDING**

- Juel Lugo offered suggestions for rebranding and graphics for the NWPWI.
- The current brand and graphics are inconsistent with current APWA standards.
- Juel passed out images that they were considering.
- The intent is to make the logo more consistent with recent approved logos.
- Juel is looking for direction from the board.
- Don suggested that Juel work with our Marketing Committee to develop something that the board can vote on.

- Toby offered to work with the Oregon and Washington committees. He shared that there is a desire to revamp all materials including power point presentations.

#### **SECRETARY'S REPORT – JIM RIOUX**

- Minutes from January 2022 Board Meeting

***MOTION: Approval of the minutes from the January 12 & 13, 2023, Board Meeting***

***VOTE: Approval by a unanimous vote (13- 0)***

#### **VICE PRESIDENTS REPORT – TARA OLSEN**

- The Committee Summit was held in February, and it went well.
- The hybrid format worked, but there was some confusion. Some thought that we were holding a virtual meeting and were asking for a link at the last minute.
- Focus
  - Working together
  - Driving membership
- Tara will get end of year reports to Juel.
- Tara gave an overview of a discussion that had been held via e-mail around conference fees and retiree rates.
  - Linda explained the rate structure and mentioned that first timer rate was used significantly.
  - Tara reiterated concerns of the history committee.
  - Tara will share options for retiree rate and meal ticket price with those expressing concerns.
  - Jim will share approved rates with board.

Grace Richardson mentioned that the APWA booth still needs to be filled. Justin, Bill, Angela, and Jordan volunteered to fill the empty time slots.

#### **PRESIDENTS REPORT – LAUREN BEHM**

- Board shirts are available. Lauren asked the board to wear their shirts at the conference on Thursday.
- New web-site update
  - National plans to go live with their new web-site on July 12.
  - There will be a short time that it will be frozen to us.
  - National is transferring their web site and all their content at the same time.

- We were notified late and National did not respond to our request for meeting. Bethany sent written comments.
- One issue of concern is that the awards and committee pages are going away.
- Student Outreach
  - Students from Tacoma School of Arts will be singing at lunch Wednesday.
  - UW Tacoma Engineering Students will also be present.
  - High School students from King County Community Squared will give a presentation in a technical session on Thursday.
  - Lauren asked that board members consider sitting with students during lunch on Wednesday and Thursday.
- Lauren reminded the board that the stormwater model will be near the registration and that it can be checked out for student presentations.
- National Awards
  - Washington was not successful this year with our individual award nominations and, none of our projects were successful.
  - Peter DeBoldt will get feedback to see why we did not do so well.
- Chapter magazine –
  - John Ostrowski is stepping away. We need a feature article to replace Jon's feature.
  - Tara – Does Toby want to take it?
  - Juel – Do we want to change the format? Some feedback she has heard is that we may want to take a more forward-looking approach.
  - Don – Is there something we as a chapter want to advance?
  - Tara – Maybe we could change to a page or two of KUDOs from member organizations.
  - Lauren – I like idea of aligning with strategic plan.
  - Justin – We have considered tracking down scholarship winners and see where they are.
  - Bill – Technology is a growing issue that we could emphasize. There may be a challenge getting content.

#### **PAST PRESIDENTS REPORT – SCOTT SAWYER – ABSENT**

Jeff Brauns, Chapter Treasurer joined the meeting.

## TREASURER'S REPORT – JEFF BRAUNS

- Jeff called the boards attention to the hard copies of the chapter budget that were distributed at the beginning of the meeting and provided an overview of the status of the chapter's finances.
- A few highlights are.
  - The Fall conference registration revenue was 42% above budget.
  - Spring conference is currently running above budget. Revenue and expenses will continue to come in for a while.
    - Sponsorships are 19% above budget.
    - Expenses are 17% below.
  - Big picture – Financially we are fine.

***Motion – Approval of the Treasurer's Report***  
***VOTE: Approval by a unanimous vote (13- 0)***

## DELEGATES REPORT – MIKE CLARK & DON HULING

- PWX is open for registration.
  - Chapter Past President (Scott)
  - Chapter President (Lauren)
  - Chapter Delegate (Mike)
  - Chapter Alternate delegate (Donald)
  - Hotel is planning continues.
    - Marriott Marquis Sand Diego Marian
- End of March APWA membership is up to 31,000 Members.
- Chapter Leaders training is still going monthly.
  - May 8th: Education Programming (Speakers, CEU's, Certificate Programs, and Conference Sessions)
  - June 12th: Year-end Financial Obligations
  - July 10th Chapter leader Onboarding
  - August 14th Chapter Website Training
- Washington Membership
  - 1517 (Up 2.5% from start of year)
    - Texas 2111 (#1)
    - Florida 1684 (#2)

- Washington 1517 (#3)
- Chicago Metro 1510 (#4)
- Texas Population: 29.5 Million    Membership per 100K=7.15 Members/100K
- Florida Population: 21.54 Million    Membership per 100K=7.81 Members/100K
- Washington Population: 7.71 Million    Membership per 100K=19.67 Members/100K
- Chicago Metro + Illinois Population: 12.81 Million    Membership per 100K=14.96 Members/100K
- Membership reports:
  - Dropped members (Jan 1 through April 21):=95
  - New members (Jan 1 through April 21):=124
  - Group Memberships with Vacancies
    - City of Bellevue: -1
    - HD Fowler: -1
    - West Richland: -1
    - King County: -1
    - Jacobs: -2
    - Spokane County: -2
    - Mount Vernon: -1
    - WSDOT: -2
    - Brenton County: -1
  - Total: -13 Memberships

## BOARD MEMBER/COMMITTEE LIAISON REPORTS

- Charles Eaton
  - We added 2 members to the membership committee.
  - We are meeting at conference.
  - We are focusing on the at first timers program for fall.
- Angela Brady
  - Jasmin from the Biophilic Committee submitted an article for committee spotlight.
  - The Sustainability Committee is looking for a new chair to replace Bruce Erickson.

- Karissa Witthuhn
  - The Mentorship Committee is busy with the social tomorrow. The mentorship program is ready to roll out.
- Jordan Ottow –
  - The Maintenance and Rodeo Committee has a session schedule for Wednesday. They are working on reaching out to supervisors and managers to promote the ROADEO and conference sessions.
  - This year is the 10<sup>th</sup> anniversary for the ROADEO. We are using that for promotion.
  - We hope to send champions to PWX.
- Mary Heather Ames –
  - Mary Heather met with Sara and Brianna (CM Committee). They have ideas about moving forward. They are meeting tomorrow.
- Leah Rohan –
  - PREFOG–Committee meetings were unstructured and inconsistent and its getting worse now. They have not held meetings since October.
- Justin Matthews –
  - Scholarship and Student Outreach committees are going well. The Student Outreach committee is hoping for more chapters.
  - The Scholarship Committee has lots of 20's gear to sell for the vendor social/
  - MPAC needs a co-chair.
- Bill Preston
  - Asset Management has become a committee of one.
  - Feedback is that people interested in committee are actually just looking for CEU's.
  - A meeting is scheduled for the conference we will see what we can do to get the committee up and running again.
  - The Technology Committee is very active. They are holding monthly meetings and met weekly leading up to this conference to prep for virtual reality demonstration.
  - The virtual reality demonstration will be held on Wednesday 1:30 -5:30 pm.

## OLD BUSINESS

- Updates on Strategic Initiatives
  - Voice – Jim
    - A workgroup has formed to address the issues raised at the last board meeting. They met once and will meet again tomorrow at 3:30 pm
- Lauren – We are launching the “I am public works” hashtag. There will be more info at the booth and Lauren will talk about it at lunch on Wednesday.
- Lauren - Kudos to Karissa for the class she will hold tomorrow.

## NEW BUSINESS

- Policy on requests from other agencies/organizations to distribute material to our membership.
  - Lauren shared that we received a request to distribute materials from another organization.
  - She was not clear what our policy was or if we had one.
  - The board discussed the question and concluded that we could distribute such materials if the request was reasonable and did not conflict with anything we are doing.

## GOOD OF THE ORDER

- Candidates for the Board
  - Mike mentioned that a slate of candidates for the board and Chapter Secretary is needed before June meeting.
  - Lauren will check in with Scott.
- Ellensburg Meeting
  - Tara asked if Ellensburg meeting could be virtual? The drive is significant for a relatively short meeting.
  - The board discussed the benefit for Eastern Washington member.
  - Lauren had hoped to schedule a visit of Central Washington Construction Lab.

## FUTURE CONFERENCES

**Lauren Behm – 2023**





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

- 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)

#### **NEXT BOARD MEETING**

- June 2023 TBD - Ellensburg

#### **ADJOURNMENT**

- The meeting was adjourned at 5:45 PM.