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## BOARD OF DIRECTORS MEETING MINUTES

January 8, 2025, 3:35pm

Chelan, WA

### BOARD MEMBERS PRESENT:

Jeff Brauns, President  
Jim Rioux, Vice President  
Caroline Barlow, Treasurer  
Justin Matthews, Secretary  
Tara Davis, Past President  
Donald Huling, Delegate  
Lauren Behm, Alternate Delegate  
Leah Rohan, Board Member 2023-2024  
Mary Heather Ames, Board Member 2023-2024

Bill Preston, Board Member 2023-2024  
Mike Helgeson, Board Member, 2024-2025  
Dan Ireland, Board Member 2024-2025  
Stephanie Forman, Board Member 2024-2025  
Sara Meilandt, Board Member 2024-2025  
Charlie Green, Board Member 2025-2026  
Grace Richardson, Board Member 2025-2026  
Kim Klinkers, Board Member 2025-2026  
Robert McAndrews, Board Member 2025-2026

### OTHERS PRESENT:

Tina Nelson, Region IX Director  
Paula Welly, Young Leader Award Winner

### CALL TO ORDER – JEFF BRAUNS

- President called the meeting to order at 3:35pm.
- Roll Call of Attendees

### ADDITIONS & APPROVAL OF AGENDA – JEFF BRAUNS

**MOTION: APPROVAL OF AGENDA as amended – Donald**

**SECOND: Jim Rioux**

**VOTE: Approved Unanimously**

### SWEARING IN OF OFFICERS AND NEW BOARD MEMBERS – TINA NELSON

### SECRETARY'S REPORT – CAROLINE BARLOW/JUSTIN MATTHEWS

- Approval of October Board Meeting Minutes

**MOTION: APPROVAL OF OCTOBER 2024 BOARD MEETING MINUTES as amended – Tara**

**SECOND: Lauren Behm**

**VOTE: Approved Unanimously**

### TREASURER'S REPORT – JIM RIOUX/CAROLINE BARLOW

- MRSC Update; Antionette is serving the chapter very well.
- Tax Year end reporting -1099 -MRSC is on track to submit 2024 W-9's and required forms to meet national's deadline.

- Budget Report – MRSC created QuickBooks template for quarterly budget reports
  - Fiscal year budget report July 1, 2024 – June 30, 2025

**MOTION: APPROVAL OF BUDGET REPORT – Donald Huling**

**SECOND: Lauren Behm**

**VOTE: Approved Unanimously**

- Accounts Payable Policy – Jim made some changes and reorganized around ACH payments, add requirement to enroll new vendor to verify with a phone call – to confirm valid vendor from other committees. Motion to review document on an annual basis. Motion, sara, second Dan, approved.

**MOTION: Review Document on Annual Basis – Sara Meilandt**

**SECOND: Dan Ireland**

**VOTE: Approved Unanimously**

- Policy & Practices Checklist (aka Audit) Debrief - Stephanie, Dan & Caroline
- Policy and Procedures Review
  - Due at end of September 2024
  - New data system and website slowed down completion of this report.
  - Recommendations, account updates, review of signatories and Nationals involvement
- Jim is having conversations with National about managing the BlackRock account and how that works with National being on the account and will have more to report at a future meeting on.

#### **VICE PRESIDENTS REPORT – JEFF BRAUNS/JIM RIOUX**

- Committee Handbook
  - Updated to add instructions to request a committee webpage.
- Committee Summit – Thursday February 20, 2025
  - Jim will send out a save the date, scheduled at Pierce County Environmental Services Building, in person, in morning. 9am-12pm

#### **PRESIDENTS REPORT –JEFF BRAUNS**

- Past President Recognition
- Spam emails from President continuing, please delete, text Jeff if you have any concerns or questions (206-409-2028).
- MRSC Contract Renewal has happened– In the future consider change to FY to match renewal for LILT and Meeting Visions.
- Committee Liaison assignments – See below in board member reports

#### **PAST PRESIDENTS REPORT – TARA DAVIS**

- Magazine - Kudos Corner - Tied to Celebrate PW Theme
  - Waning responses for the Kudo's corner late in the year, but it was the first year it was tried. Suggestion is to keep it going and work to get a few more people involved this year. Re-assess again next year.
- Draft of Policy and Procedures Document – Past President will review annually to make sure up to date. Need to define where this lives. Tara walked through the document soliciting input.

- Our state membership dues haven't increased since 2016. Some states are \$30, we are still \$25. Not all chapters have local dues, 33 of 62 chapters have dues. Lauren, Tara, Sara will look at this topic.
- Donald coordinated with Oregon Chapter for reciprocal conference attendance, Oregon is approving at their next board meeting for Washington
- Add invite to Region Director to the board meeting.
- Add invite to include national President invite to board meeting
- 1st Responders PW recognition – now stated in PACE award, discuss further in retreat what if anything we should do about this.
- Justin provided scholarship history summary for Tara to update the scholarship section

#### **BREAK AT 4:35PM**

#### **DELEGATES REPORT – DONALD HULING/LAUREN BEHM**

- Donald requested membership numbers from APWA National
  - Reports indicate 125 Individual Washington members
  - Reports indicate 869 Washington group members
  - Report indicates a total Washington State membership of 994
  - Washington Chapter Membership Prior to Website/Fontina Changeover was 1500 (Plus/Minus)
  - Reported 1/3 drop in Washington Membership
  - APWA National indicates that the decline in membership is due to a temporary inability to invoice members (issues experience across all APWA)
  - APWA national indicates that individual and group members should have no issues registering now.
  - APWA national is working on a “win-back campaign” to address the issue.
  - Upon his request, APWA national provided a Washington State expired members list.
    - This list shows 45 expired group members and 123 expired individual members, totaling 168 expired memberships.
    - These reports indicate an active plus expired membership total of 1,162 members. This suggests that 338 members may be missing from the system.
  - Donald requested additional study to determine if any of our members are unaccounted for.
  - The goal is for our chapter to help with the solution of returning our membership to its full strength.
  - Established an ad-hoc working committee with the Membership Committee to discuss (Donald, Lauren, and Grace) Small group to summarize specific comments and what challenges group members are experience of list of corporate members.
    - Missing Membership for Seattle Public Utilities and Active Members
    - Need specific examples of what agencies and members have been experience
  - Tina indicated that National is issuing Chapter rebates based on 2023 membership numbers
- APWA Chapter Leader Training and Council of Chapters Meeting
  - Kansas City, February 5<sup>th</sup> and 6<sup>th</sup>
    - List of Attendees
      - Donald Huling (Delegate)
      - Lauren Behm (Alt. Delegate)
      - Caroline Barlow (Chapter leader)
      - Mary Heather Ames (Chapter leader)

- The Washington Chapter needs to make sure to communicate all new board members and leader roster to APWA National (include Tina)
- Call for APWA National Board of Directors
  - Assume that Tina will want to continue as Region IX director
  - Donald would like to put his name forward once Tina is termed out of on to bigger and better positions
    - Family support obtained
    - HWA support provided
    - Tina shared concerns from Region, will be working with National to report on issues
    - Need to resolve on delinquent membership to resolve dues
    - Lifetime Members have dropped off the list and not receiving emails
    - Work with Lilt to review the list for magazine
- APWA National
  - Chapter event registration is said to be working
  - North American Snow conference April 6-9 in Grand Rapids, Michigan

## **BOARD MEMBER REPORTS**

- Mary Heather Ames
  - Education
  - CAEC
- Stephanie Forman
  - Biophilic – does this needs to be sunset? She will reach out w/ support from Jeff.
  - Hydraulics
  - Transportation
- Justin Matthews
  - Emerging Professionals Committee- With Paula as our young leader she can report on this committee.
  - MPAC – They continue to work to get more attendance and topics of interest.
- Bill Preston
  - Asset Management -Less active, may be in the sunset discussion. For that reason, Jeff B will make the call to the committee chair and this one won't be assigned.
  - Tech Committee – Fun events, growing participants, working on Spring Session
- Leah Rohan
  - PreFOG Committee – They need a new chair, but they are reinvigorated. Couldn't get committee to respond but they do meet frequently.
  - Environment and Sustainability – active and finding speakers, reaching out to other committees to see what others have focus
  - Membership – active and passionate, developed a work plan for current year
- Mike Helgeson
  - Maintenance busy with Snow Conference, re-engaged, Rodeo successful, need to work on a succession planning for retired
- Dan Ireland
  - Golf Committee
  - Div 1 – Huge value for the state well beyond even the chapter, need to prioritize as they are stretched thin. The spec book is annual now. They are re-looking at their own workload and diversity – may consider adding contractor and legal input. Contract with

Perteet to write the specs but that is not currently utilized too much due to staff changes. Dan will continue to work with them to mitigate and minimize risk of burnout. Consider expanding committee.

- Sara Meilandt
  - Construction Materials – Back after a year on pause. Steve Read still chair. Consider SOP to include Liaison with Div 1 committee; succession plan for Steve.
  - Construction Management – 7 leadership roles, session at each conference, setting up tech tours, how to diversify participants, going strong.
- New Board Members assignments
  - Grace – Marketing committee has 8 participants, Grace to step down and would like to be liaison. Paris Johansen and Alan Kaile will co-chair. Grace to also be liaison to Emergency Management
  - Charlie Green -Mentorship, CAEC.
  - Robert: NW PWI
  - Paula: Emerging Professionals, Technology
  - Kim Klinkers: Stormwater Management/Student Outreach
  - PreFOG: Sara Meilandt will take this one

## OLD BUSINESS

- Snow Conference (2027 or 2028) – Caroline & Mary Heather developing a proposal for Spokane. National has scouted Spokane. They are looking at 2 other Cities. A good chance for one of those dates. National was excited about Spokane and the chapter support. Some concerns about spring conference still happening. Team assured them we had a lot of O&M staff that would like this opportunity. Patrick did a good job promoting us. We'd be looking at a different pool of sponsors as well. It is confirmed we can reach out to National's sponsors, those are not off limits, there was some misunderstanding there. The City of Spokane was excited about it as well. They were concerned about how close our conference was for the date, they may have more flexibility to adjust snow conf date at National level. The O&M committee really showed up for that meeting with National. Mary Heather will take it over once if we are selected.
- Reciprocal Chapter Conference Attendance – Tara (Oregon Chapter) & Donald (BC Chapter)
- CDL Scholarships – Mike Helgeson
  - Evaluate whether to offer to agency or individuals, discussed options and challenges. Jeff direction is for the Scholarship committee to come up with a recommendation and implement, if they'd like board input they can request that at the next board meeting.
- Scholarship Fund Ad-hoc Committee / BlackRock Account – will be discussed at following days retreat
- Consultant contract standardization - Jim Rioux
  - One has now been created and implements for NWPWI / Toby Rickman
  - Others?
  - Share contracts with associated committees (Lilt – Marketing, : Sam Yaghmaie – CM)
  - Document in Policies and Practices document

## NEW BUSINESS

- 2025 Legislative Priorities – Jim Rioux

- Partnership with WSEMA – Jeff Brauns
- 70<sup>th</sup> Anniversary – Ask Committee Chairs to identify accomplishments from past 10 years

#### **STRATEGIC PLAN UPDATE**

- Voice
- Diverse Membership – Article in Spring magazine
- Networking
- Value

#### **FUTURE CONFERENCES**

##### **Jeff Brauns – 2025**

- Spring – Tacoma, April 22-25
- Fall – Yakima, October 14-17

##### **Jim Rioux – 2026**

- Spring – Vancouver, April 15-17
- Fall – Spokane, Oct 7-9

##### **Caroline Barlow – 2027**

- Spring – Tacoma, April 28-30
- Fall – Wenatchee, October 6-8

##### **Justin Mathews – 2028**

- Spring – Vancouver, April 12 - 14; 2028 & 2030 are signed
- Fall – Kennewick, October 11 – 13

#### **UPCOMING BOARD MEETINGS**

- Feedback on meeting Tuesday afternoon or Wednesday morning – decision to meet at 7:00 AM on Wednesday
- April 23, 7:00 am – Tacoma, WA (Spring Conference)
- June
  - Virtual – TBD
  - In person, Central WA - TBD
- October 15, 7:00 am – Yakima, WA (Fall Conference)

#### **ADJOURNMENT – 6:45 PM**

#### **ATTACHMENTS:**

- Chapter Budget Report 1/2025