



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

April 23, 2025, 7:00am

Tacoma, 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
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 7:05am.
- Roll Call of Attendees

ADDITIONS & APPROVAL OF AGENDA – JEFF BRAUNS

MOTION: APPROVAL OF AGENDA– Tara Davis

SECOND: Dan Ireland

VOTE: Approved Unanimously

SECRETARY'S REPORT – JUSTIN MATTHEWS

- Approval of January Board Meeting Minutes will need to be via vote as Justin only sent to Executive Board for review, will send to full board with a link for voting.
- Actions since the last Board Meeting
 - Two scholarships for the 2025 NWPWI Executive Forum (\$1,400 each) were approved by the board.

TREASURER'S REPORT – CAROLINE BARLOW

- E-mail change: Please use treasurer.apwa.wa@gmail.com for all Treasurer correspondence
- Caroline walked the group through the Budget Report

- There will be a one time transfer of \$75,000 to the Jack Pittis BlackRock investment fund (consistent with previous Board direction) to cover the fund raising raised since 2013, the last time the investment fund rec'd an infusion.
- Moving forward the scholarship committee will more closely track the various fund raising results with the intent these transfers will happen annually.

MOTION: APPROVAL OF BUDGET REPORT – Mike Helgeson

SECOND: Charlie Green

VOTE: Approved Unanimously

- Accounts Payable Policy – see attached. Two updates include officer signing. Checks greater than \$5K shall be signed by two officers unless under a contract approved by the president or the Treasurer receives written authorization (email) from President or Vice President to sign. Also, if checks are issued to the Treasurer, that check must be signed by President or Vice President.

MOTION: APPROVAL OF ACCOUNTS PAYABLE POLICY – Caroline Barlow

SECOND: Donald Huling

VOTE: Approved Unanimously

- Policies & Practices updated in January 2025 after completion of Audit (performed by Stephanie, Dan & Caroline) – see attached for latest draft of Chapter Policies and Practices.

VICE PRESIDENTS REPORT – JIM RIOUX

- Committee Handbook
 - Updated to add instructions to request a committee webpage.
- Committee Summit happened Thursday, February 20, 2025. Jim is reviewing the notes. Did run out of time for committee updates, in the future, lengthening it could be considered. A theme of encouraging committees to stretch and if they could use additional funding to help their mission what would that look like.
- Committee Resources Update – Old Insurance Primer on our website has been replaced with the new version provide by National
- Education Committee proposal is gaining momentum and in progress with Toby.
- Proposed Veterans Committee- Dale Clark has proposed via email (attached) consideration for a veterans committee. General support from chapter leadership, it would need a champion, there may be some resources for this from national.
- Future Committees – Dan and Charlie will work with Jim to craft a policy for standing up new committees.
- Financial Advisor and Chapter Financial Plan Update/Chapter's BlackRock account.
 - Access for us is still a problem, our account is quite small which could be part of the issue. Jim now as a new controller contact that is more responsive. Julie Bebermeir is the one person who can help us move money. Jim thinks the bottom line is that we likely need to add another account, like a money market, this will continue to be a focus.
 - Asking Oregon Chapter about their financial advisor

PRESIDENTS REPORT –JEFF BRAUNS

- Monthly Executive Committee meetings via Zoom seem to be successful.
- Recognition/acknowledgement for Kirk Holmes - Nominated as the State Emergency Management Council (EMC) 2025-27 Chair – This is a first for APWA! –announcement planned at lunch on Thursday
- Planning for National First Responders Day (October 28) is being asked of us from National – Jim to coordinate with Gov't Affairs Committee to inquire about a Governor's Proclamation
- Area Meeting West – Tara to discuss with Networking & Education committee, still in the germination phase.
- Past President Recognition for Tara will be at Lunch on Thursday
- Jeff introduced a proposal for reimbursing the conference chairs (Linda and Darci) to attend PWX each year (cover flight, room, registration, etc.). It benefits us in the high quality conferences they put on, one vendor that attends multiple states indicated to Jeff our conferences were at a much higher level than other states. Will include in FY 26 budget.
- Committee Leadership changes
 - Emerging Professionals: New Co-Chair is Nolan Sijer, Jacobs
 - Transportation: New Co-Chair is Dustin Dekoekkoek, Toole Design Group. (starting in the fall) New Succession Plan, New Co-Chair Selected On 3-Year Cycle
 - Division 1: Chair is Diane Sheesley, Perteet; Vice-Chair is Sam Therres, Snohomish County. No longer having co-chairs. Chair and vice-chair are now on 2-year terms.
- Asset Management Committee Update – Jeff had brief meeting with Arnab on 4/11, will wait to hear from him, if he doesn't hear by mid May it will likely sunset. Non participation in NWPWI is also a factor.

PAST PRESIDENTS REPORT – TARA DAVIS

- Magazine - Kudos Corner. They are trickling in, it may be something that could be every other issue.
- The Magazine contract is up for renewal.
- Policies and Practices Document – More detailed discussion at Retreat. Tara is close to completing the updates, has a few questions to resolve and memorialize, then it will be done.
 - Who & what the Chapter funds for ROADEO award winners was discussed
 - 5 people currently funded to go somewhere, \$2,250 per person currently (Only the Mini Excavator winner goes to PWX)

DELEGATES REPORT – DONALD HULING/LAUREN BEHM

- **Top Ten**
 - Mike Clark has been recognized as one of the top ten public works leaders in the country!
- **Winter Meeting 2025**
 - Kansas City in February
 - Lauren, Caroline, Mary Heather, and Donald attended
 - Caroline and Donald sent an email summary of the meeting to the board on February 10th.
- **Membership Report**
 - **Individuals:** 150 Members
 - **Group:** 1000 Members
 - **Total:** 1150 Members
 - APWA National has indicated that their consultant is still working to clean the membership data across the association. The work in progress data is not available to the chapters at this

point. APWA National indicated that they know the membership data is incorrect and that a detailed review is not necessary at this point.

- **PWX 2025**

- PWX will be in Chicago this August
- Registration is Open
- August 17th through August 20th
- Region 9 is having a dinner at PWX, someone needs to pay the 50% deposit of \$6k. It is cancellable. Lauren feels it is low risk. Donald moves to approve, Jim seconds it.

MOTION: Chapter to Cover deposit for Region 9 dinner at PWX – Donald Huling

SECOND: Jim Rioux

VOTE: Approved Unanimously

- **APWA Town Hall**

- APWA National’s position on DEI
- Adjustments being made to committee names to preserve nonprofit status. Now called Membership Engagement. The intent is to not change course. No current action for our chapter. Grace did get a question from the DEI committee and will forward to Jeff and Tara.

- **PACE Award:**

- Applications due June 2nd, 2025 (Tara)

- **Emerging Leaders Academy**

- Applications due July 18th, 2025

- National DEI Committee renamed to “Membership Engagement”. Chapter DEI committee awaiting guidance from National

BOARD MEMBER REPORTS

- Held these report-outs to the Chapter business meeting on Friday to keep us on schedule.
 - Stephanie Forman
 - Mike Helgeson
 - Dan Ireland
 - Sara Meilandt
 - Charlie Green
 - Kim Klinkers
 - Robert McAndrews
 - Grace Richardson
- Dan did give an update about the golf tournament on previous day, it was very well attended to the point of over capacity (142 players). The golf course wasn’t ready for this number of golfers so there was a lack of carts for some, learned a few lessons like capping for future events and vetting the venue a bit more. It is getting harder to keep the price point at \$125. But it will be by far the most we’ve ever raised for the scholarship fund, likely over \$8k.

OLD BUSINESS

- Snow Conference: Selected for 2028! (tentatively April 23-26 pending contract approval) – Caroline & Mary Heather. Caroline reported National just finished the conference for this year so there will be more engagement after they regroup from this conference.
- Reciprocal Chapter Conference Attendance – In place for Oregon Chapter, Jeff attending Oregon Spring Conference (4/29-5/2 in Salem)
- CDL Scholarships – Mike and Lauren, drafting applications, goal is to have them ready this summer and promote at fall conference.
- Consultant contract standardization - Jim
 - NWPWI / Toby Rickman contract is complete and could be a model moving forward.
- Invite Membership Committee Chair to future Board Meetings? Once database issues are solved lets advance this, could also consider sending to PWX.
- Chapter dues were discussed at the Board retreat in that they haven't been changed in awhile. Some states have dues, some don't. Due to our positive fiscal position, no change proposed to our dues.

NEW BUSINESS

- Partnership with WSEMA – Jeff Brauns. We have a session on emergency response so Jeff invited them. Jeff/Kirk will continue to coordinate opportunities here.
- 70th Anniversary – Ask Committee Chairs to identify accomplishments from past 10 years
- Future topic of helping members/agencies with the topic of budget cuts. Opportunities for chapter sessions, roundtables, MPAC meetings, etc.

STRATEGIC PLAN UPDATE

- Voice: Stephanie shared that video was well received, idea to make legislative update more personal.
- Diverse Membership – Article in Spring magazine, Caroline mentioned the DEI renaming concern.
- Networking: Tara reported that they were due to meet again, they are discussing an Area West meeting.
- Value: Lauren reported that the “PW is” meme's on social media are continuing. Will check into some analytics date this next year. The conference this year will have a slide show at the APWA booth of the meme's rotating through. Jeff has drafted a letter for conference attendees to share with those who sent/sponsored them to attend.

FUTURE CONFERENCES

All contracts are signed for the following conferences:

Jeff Brauns – 2025

- 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
- Fall – Kennewick, October 11 – 13

UPCOMING BOARD MEETINGS

- June 6, 2:00 PM – Virtual
- June 13, 9:30 AM – Central Washington State University, Student Union and Recreation Center (SURC), Meeting Room #301, 1007 N Chestnut St, Ellensburg
- October 15, 7:00 am – Yakima Convention Center, Yakima (Fall Conference)

GOOD OF THE ORDER

- Donald inquired if the recent federal funding cuts are impacting agencies. Is this an area where the Chapter can provide support? Recommendation to add to the June agenda for discussion and/or a good suggestion for a MPAC roundtable discussion.

ADJOURNMENT – 9:00 AM

ATTACHMENTS

- 4/2025 Chapter Budget Report
- Accounts Payable Policy and Procedures Update 04072025
- Chapter Policies and Practices 2025.04.22
- Policy and Procedures (Audit) Checklist FY2024

APWA Washington State Chapter Quarter 3 / FY2025 Budget Report

Beginning Balance (July 1, 2024)	
<i>Account</i>	<i>Balance</i>
Bank of America Checking Acct. No. ****9417	\$ 330,148.55
Bank of America Savings Acct. No. ****9417	\$ 58,622.86
APWA National Blackrock Fund	\$ 155,371.09
Prepaid Expenses	\$ 39,375.00
Accounts Payable	\$ 6,047.28
TOTAL	\$ 589,564.78

Account Summary (March 31, 2025)	
<i>Account</i>	<i>Balance</i>
Bank of America Checking Acct. No. ****9417	\$ 407,986.30
Bank of America Savings Acct. No. ****9417	\$ 261,477.31
APWA National Blackrock Fund (as of 12/31/24)	\$ 159,050.86
Prepaid Expenses (see reference notes below)	\$ 80,145.50
Accounts Payable	\$ 3,982.47
Accounts Receivable	\$ 43,838.00
TOTAL	\$ 956,480.44

*Plan to move \$75K to Blackrock for past Scholarship Fundraising

Beginning Balance	\$ 589,564.78
Current Balance	\$ 956,480.44
Difference	\$ 366,915.66

Notes	
PREPAID EXPENSES	
Spring 2025 Conference	
Speaker / Tacoma Convention Center	44,056.25
Fall 2025 Conference	
Speaker / App / Entertainment	13,064.25
Spring 2026 Conference	
Speaker Deposit	10,000.00
Spring 2027 Conference	
Tacoma Convention Center Deposit	2,000.00
Fall 2027 Conference	
Wenatchee Convention Center Deposit	8,900.00
Fall 2028 Conference	
3 Rivers Convention Center Deposit	2,125.00
Total	80,145.50

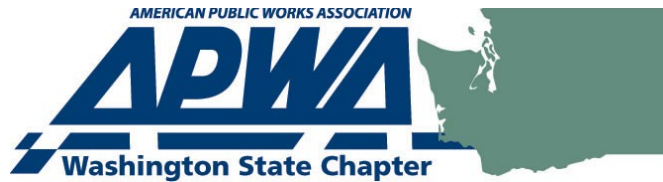
**APWA Washington State Chapter
Quarter 3 / FY2025 Budget Report**

ACCOUNT #	DESCRIPTION	Budgeted	Actual	% of Actual / Budgeted	NOTES:
REVENUES					
400	Unrealized Gain (Loss) from Investment Accounts	\$ -	\$ 6,336		
404	Registration Fees-Educational Event/Social Event (Non-Fundraising Events)	\$ 700,310	\$ 673,036	96.11%	
404-00	Registration Fees - Other	\$ 14,000	\$ 180	1.29%	
404-01	Spring Conference Registration	\$ 254,000	\$ 212,010	83.47%	
404-02	Fall Conference Registration	\$ 225,000	\$ 280,175	124.52%	
404-09	Emergency Management Registration Fees		\$ 9,500		
404-11	MPAC Workshops	\$ 6,060	\$ 1,059	17.47%	
404-12	CM Committee - Inspection Workshops	\$ 51,200	\$ 49,730	97.13%	
404-13	CAEC Workshops	\$ 4,000	\$ 2,850	71.25%	
404-14	NW Public Works Institute	\$ 141,050	\$ 114,748	81.35%	
404-20	Fall 2024 Golf Tournament	\$ 2,500	\$ 2,784	111.35%	
404-21	Spring 2025 Golf Tournament	\$ 2,500		0.00%	
405	Registration Fees-Fundraising	\$ -			
410	Exhibit Space Sales	\$ 181,500	\$ 195,625	107.78%	
410-01	Spring Conference Exhibitor Registration	\$ 100,000	\$ 103,655	103.66%	
410-02	Fall Conference Exhibitor Registration	\$ 81,500	\$ 91,970	112.85%	
420	Publication Sales				
423	Product & Merchandise Sales	\$ 100		0.00%	
425	Training Materials				
430	Advertising Income				
431-00	Advertising: Print or e-zine [UBI]	\$ 16,000	\$ 10,124	63.28%	
433	Position Advertising: Website [UBI]				
435-00	Membership Dues	\$ 35,000	\$ 42,249	120.71%	
460	Interest Income				
462	Realized Gain (Loss) from Investment Accounts		\$ 776		
463	Rebates (From National)	\$ 16,800		0.00%	We have not received Rebates
464	Investment Fees				
465	Miscellaneous Income (Should not exceed \$2,500)				
490	Sponsorships-Educational Event/Social Event	\$ 64,100	\$ 92,025	143.56%	
490-00	Sponsorship Other	\$ 2,000	\$ 650	32.50%	
	Diversity - DBE Event				
	ROADeo	\$ 2,000	\$ 650		
	Technology Committee Drone Competition				
490-01	Spring Conference Sponsorships	\$ 30,000	\$ 57,900	193.00%	
490-02	Fall Conference Sponsorships	\$ 25,000	\$ 32,105	128.42%	
490-11	MPAC - Workshops	\$ -			
490-13	CAEC - Workshops	\$ 4,000		0.00%	
490-20	Spring Golf Tournament	\$ 1,550	\$ 1,370	88.39%	
490-21	Fall Golf Tournament	\$ 1,550		0.00%	
491	Sponsorships-Fundraising	\$ -			
491	Scholarship Fundraising (Incl Scholarship Hat Sales)	\$ 6,000	\$ 4,517	75.28%	
495	Contributions from Reserve Cash	\$ 30,943		0.00%	National Recommends Revenue = Expenses, transferred in Cash from Reserves
496	Non-Cash Contributions (In Kind)				
499	Contributions from Reserves				
TOTAL REVENUE		\$1,050,753	\$1,024,688	97.52%	
EXPENSES					
556	Business Travel	\$ 23,730	\$ 16,289	68.64%	
556-00	Business Travel -	\$ 10,000	\$ 376	3.76%	
556-01	Delegate Travel	\$ 5,930	\$ 11,950	201.51%	
556-02	Exec. Committee Travel	\$ 7,800	\$ 2,523	32.35%	
556-03	Conference Committee Travel		\$ 1,440		
575-00	Insurance (Rodeo)	\$ 1,000	\$ 1,378	137.84%	
600	Facility Space/Venue Rental	\$ 66,550	\$ 50,449	75.81%	
600-00	Facility Space/Venue Rental	\$ 3,050	\$ 11,105	364.11%	
	PreFOG / Wastewater Committee	\$ 50			

ACCOUNT#	DESCRIPTION	Budgeted	Actual	% of Actual / Budgeted	NOTES:
	Storage Rental for conference materials	\$ 2,500	\$ 2,280		
	ROADeo	\$ 500			
	Board Retreat		\$ 7,965		
	Committee Summit		\$ 860		
600-01	Spring Conference	\$ 45,000	\$ 11,869	26.38%	
600-02	Fall Conference	\$ 18,500	\$ 26,475	143.11%	
600-09	Facility/Venue Rental - Emergency Management		\$ 1,000		
600-10	Emerging Professionals				
600-11	MPAC - Workshops	\$ -			
600-14	NW Public Works Institute	\$ -			
600-17	Spring Golf Tournament	\$ -			
600-18	Fall Golf Tournament	\$ -			
605	Facility Space/Venue Equipment Rental	\$ 50,550	\$ 27,246	53.90%	
605-00	Facility Space/Venue Equipment Rental - Other	\$ 550	\$ 270	49.09%	
	Board Retreat		\$ 270		
	PreFOG / Wastewater Committee	\$ 50			
	Roadeo				
	Construction Material Committee	\$ 200			
	Diversity Committee	\$ 300			
605-01	Spring Conference	\$ 25,000	\$ 5,156	20.63%	
605-02	Fall Conference	\$ 25,000	\$ 21,820	87.28%	
615	Food & Beverage- Educational Event/Social Event	\$ 382,800	\$ 274,162	71.62%	
615-00	Food & Beverage- Educational Event/Social Event - Other	\$ 17,300	\$ 5,530	31.97%	
	PreFOG / Wastewater Committee	\$ 150			
	ROADeo	\$ 5,000			
	Mentorship / Committee Summit/Strategic Meeting	\$ 1,000	\$ 236		
	Student Outreach Committee	\$ 500			
	January Board Retreat	\$ 6,000	\$ 5,103		
	June Board Meeting	\$ 200	\$ 190		
	Construction Material Committee	\$ 200			
	Division 1 Committee	\$ 250			
	Diversity Committee	\$ 300			
	Environment and Sustainability	\$ 200			
	Membership Committee	\$ 3,500			
615-01	Spring Conference	\$ 160,000	\$ 125,000	78.13%	
615-02	Fall Conference	\$ 172,000	\$ 124,020	72.10%	
615-06	Construction Standards Div 1				
615-09	Emergency Management		\$ 4,225		
615-10	Emerging Professionals				
615-11	MPAC		\$ 120		
615-12	CM Committee	\$ 900	\$ 408	45.35%	
615-13	CAEC	\$ 300		0.00%	
615-14	NW Public Works Institute	\$ 32,300	\$ 14,858	46.00%	
615-20	Spring Golf Tournament	\$ -			
615-21	Fall Golf Tournament	\$ -			
620	Transportation	\$ 13,600	\$ 384	2.82%	
620-00	Transportation - Other	\$ 13,600	\$ 384		
	Spring Conference - U-haul / gas	\$ 500			
	Fall Conference - U-haul / gas	\$ 600	\$ 384		
	NW Public Works Institute	\$ 1,250			
	ROADeo	\$11,250			
670	Consultants and Subcontractors	\$ 223,875	\$ 116,053	51.84%	
670-00	Consultants and Subcontractors - Other	\$ 100,902	\$ 55,047	54.55%	
	MRSC	\$29,124	\$ 19,789		
	Meeting Visions - Other	\$15,525	\$ 14,260		
	LILT - Other	\$22,297	\$ 5,058		
	Magazine Management/Writing - LILT	\$ 3,456	\$ 5,182		
	Diversity - DBE Event (LILT & Meeting Visions)	\$ -			
	Cvent	\$30,500	\$ 10,757		
670-01	Spring Conference	\$ 49,291	\$ 13,811	28.02%	
	Meeting Visions	\$37,000	\$ 11,471		
	LILT	\$12,291	\$ 2,340		
670-02	Fall Conference	\$ 48,352	\$ 44,856	92.77%	
	Meeting Visions	\$35,000	\$ 33,753		
	LILT	\$13,352	\$ 11,104		

ACCOUNT#	DESCRIPTION	Budgeted	Actual	% of Actual / Budgeted	NOTES:
670-04	Awards	\$ 10,330	\$ 1,638	15.86%	
	PACE Award - LILT	\$ 2,250			
	Project of the Year (POY) - LILT	\$ 4,080	\$ 432		
	Top Ten Nomination - LILT	\$ 4,000	\$ 1,206		
670-06	Construction Standards Division 1	\$ 15,000	\$ 701	4.68%	
675	Speakers & Trainers	\$ 107,895	\$ 46,740	43.32%	
675-00	Speakers & Trainers - Other		\$ -		
675-01	Spring Conference	\$ 30,000	\$ 10,000	33.33%	
675-02	Fall Conference	\$ 17,500	\$ 17,000	97.14%	
675-12	CM Committee - Inspector's Workshop	\$ 12,500	\$ 6,896	55.17%	
675-13	CAEC	\$ 800		0.00%	
675-14	NW Public Works Institute	\$ 47,095	\$ 12,844	27.27%	
680	Entertainment (bands/comedians/etc....)	\$ 24,000	\$ 13,191	54.96%	
680-00	Entertainment - Other		\$ -		
680-01	Spring Conference	\$ 15,000	\$ 7,630	50.86%	
680-02	Fall Conference	\$ 9,000	\$ 5,561	61.79%	
681	Entertainment-Fundraising				
700	Office Supplies	\$ 4,060	\$ 3,761	92.63%	
700-00	Office Supplies - Other	\$ 1,060	\$ -	0.00%	
	Emerging Professionals				
	NWPWI	\$ 60			
	ROADeo	\$ 1,000			
700-01	Spring Conference	\$ 1,500	\$ 1,857	123.77%	
700-02	Fall Conference	\$ 1,500	\$ 1,904	126.94%	
700-06	Technology Committee - Drone Competition				
705	Dues & Subscriptions	\$ 3,591	\$ 1,865	51.93%	
705-00	Dues & Subscriptions - Other (Zoom, website, etc.)	\$ 3,591	\$ 1,865		
730	Postage: Education/Social	\$ 3,200	\$ 55	1.72%	
730-00	Postage	\$ 3,200	\$ 55		
	CM Committee	\$ 3,000			
	CAEC	\$ 200			
732	Postage: Fundraising				
735	Flowers/Gifts/Bequests	\$ 500	\$ -	0.00%	
735-00	Flowers/Gifts/Bequests - Other	\$ 500			
	Spring Golf Tournament				
	Fall Golf Tournament				
	ROADeo				
	Fall Conference	\$ 500			
820	Advertising Expense				
821	Advertising: Education/Social	\$ 2,650	\$ -	0.00%	
821-00	Advertising: Education/Social - Other	\$ 1,150	\$ -	0.00%	
	CAEC	\$ 250			
	Diversity - DBE Event				
	Spring Golf Tournament	\$ 200			
	Fall Golf Tournament	\$ 200			
	ROADeo	\$ 500			
821-01	Spring Conference	\$ 1,000		0.00%	
821-02	Fall Conference	\$ 500		0.00%	
822	Advertising: UBI	\$ -	\$ -		
831	Books & Publications	\$ -	\$ 147		
831-00	Books & Publications - Other		\$ 88		
	Washington State History				
831-12	CM Committee - Inspector's Workshop				
831-14	NW Public Works Institute	\$ -	\$ 59		
837	Printing & Production: Education/Social	\$ 20,750	\$ 9,043	43.58%	
837-00	Printing & Production: Education/Social -Other	\$ 4,000	\$ 4,379	109.48%	
	MPAC				
	ROADeo	\$ 4,000	\$ 4,379		
837-01	Spring Conference	\$ 3,000		0.00%	
837-02	Fall Conference	\$ 3,000	\$ 2,457	81.88%	
837-12	CM Committee - Inspector's Workshop	\$ 6,000	\$ 772	12.87%	
837-13	CAEC	\$ 200		0.00%	
837-14	NW Public Works Institute	\$ 4,550	\$ 1,435	31.54%	
838	Printing & Production: General Marketing & Membership	\$ 1,600	\$ -	0.00%	

ACCOUNT#	DESCRIPTION	Budgeted	Actual	% of Actual / Budgeted	NOTES:
838-00	Printing & Production: General Marketing & Membership -Other	\$ 1,600	\$ -		
	Student Outreach Network	\$ 1,000			
	Marketing Committee	\$ 300			
	Membership Committee	\$ 200			
	Mentorship Committee	\$ 100			
839	Printing & Production: Fundraising				
840	Cost of Goods Sold (Publications, Training materials)				
841	Cost of Goods Sold (Product or Merchandise)				
851	Rebates				
861	Conference: Awards/Door Prizes/Drawings	\$ 16,300	\$ 3,572	21.91%	
861-00	Conference: Awards/Door Prizes/Drawings - Other	\$ 800	\$ 170	21.24%	
	Membership Committee	\$ 400			
	Mentorship Committee				
	Technology Solutions Committee	\$ 400			
	ROADeo		\$ 170		
861-01	Spring Conference	\$ 6,500	\$ 774	11.91%	
861-02	Fall Conference	\$ 9,000	\$ 2,628	29.20%	
862	Conference: Cash/Gift Cards	\$ 1,750	\$ 250	14.29%	
862-00	Spring Conference	\$ 1,500			
	Fall Conference	\$ 250	\$ 250		
863	Stipends to Public Works Professionals (Non-students)	\$ 15,250	\$ 10,888	71.40%	
863-00	Stipends to Public Works Professionals (Non-students)	\$ 15,250	\$ 10,888		
	Diversity - DBE Event				
	EP Stipend to PWX	\$ 4,000	\$ 4,500		
	ROADeo: 1 winner to PWX & 4 to Snow Conference	\$11,250	\$ 6,388		
864	Scholarships to Students	\$ 32,000	\$ 25,998	81.24%	
864-00	Scholarships to Students	\$ 32,000	\$ 25,998		
	Jack Pittis Memorial Scholarship: 4 @ \$5,000	\$20,000	\$ 15,000		1 @ \$10,000 / 1 @ \$5,000
	Higher Education Scholarship (Community College): 2 @ \$2,500	\$ 5,000	\$ 10,000		4 @ \$2,500
	CDL Scholarship: 2 @ \$3,000	\$ 6,000			Status of this scholarship?
	Ruta Jones Scholarship	\$ 1,000	\$ 998		
883	Income Tax Expense	\$ -			
890	Bank Service Charges	\$ 24,602	\$ 36,149	146.94%	
890-00	Bank Service Charges - Other	\$ 3,900	\$ 7,283	186.75%	Adjust for 2025-2026 to accommodate more credit card purchase*
	Credit card processing fee - Workshops, etc.	\$ 3,900			*Transfer CC Rewards to offset costs
890-01	Credit card processing fee - Spring Conference (\$0.035 %)	\$ 10,290	\$ 13,635	132.51%	
890-02	Credit card processing fee - Fall Conference (\$0.035 %)	\$ 10,412	\$ 15,231	146.28%	
890-20	Credit card processing fee - Golf Tournament				
898	Miscellaneous Expenses (Should not exceed \$2,500)	\$ 500	\$ 652	130.32%	
898-00	Miscellaneous Expenses - Other		\$ 108		
	Student Outreach Network				
	Technology				
898-01	Spring Conference	\$ 500	\$ 493	98.68%	
898-02	Fall Conference		\$ 50		
899	Sponsorship/Contributions to charitable/educational organizations				
902-00	Lobbying (Mike Shaw contract)	\$ 30,000	\$ 20,000	66.67%	
903	In-Kind Services Expenses				
999	Contributions to Reserves				
TOTAL EXPENSES		\$1,050,753	\$ 658,271	62.65%	
REVENUE OVER (UNDER) EXPENSES		\$ -	\$ 366,417		



American Public Works Association – Washington State Chapter ACCOUNTS PAYABLE POLICY AND PROCEDURES

APPROVED:

PURPOSE

Cash disbursement is critical to the financial aspects of the organization. The purpose is to create a process that consistently leads to better management of all payments made by the Chapter. The goal of the process is to ensure legitimacy and accuracy of any payment issuing to the Chapter's vendors/contractors. Promptly processing invoices/bills prevents overdue charges, interest, or late fees, and builds a healthy relationship with vendors/contractors.

ACCOUNTS PAYABLE PROCESS

Receiving Invoices/Bills

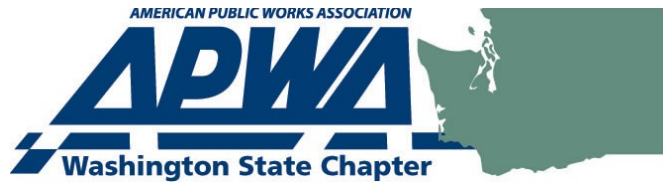
- All bills/invoices must be approved by the Chapter Treasurer:
 - Receive the bill/invoice from vendors/contractors/MRSC.
 - Verify the data on the bill/invoice.
 - Approve the invoice (using Acrobat approval stamp) or flag errors needing correction.
 - Forward invoices to MRSC for processing payment.

Expense Reimbursement Request

- Requestor completes the Expense Reimbursement Request Form (available in the [Committee and Board Resources](#) section of the Chapter website). and attaches original receipts to the form.
- If applicable, expense reimbursement requests must be first approved by the Committee Chair.
- Committee Chair forwards the request to the Chapter Treasurer for approval and further processing.
- Chapter Treasurer forwards requests to MRSC for processing payment.

Processing Payment

- Accounts Payable is processed in QuickBooks by MRSC's Accountant twice a month, scheduled on the 5th and the 20th of each month. Payment Processed either by paper check or direct deposit to the vendor's bank account (ACH).
- Paper check: After entering payments in QuickBooks, MRSC will send a pdf file that contains payment information to the Chapter Treasurer. The Chapter Treasurer prints checks, signs, and mails out to the payees.
 - If checks are issued to the Treasurer, that check must be signed by the President or Vice President.
 - Checks greater than \$5,000 shall be signed by two officers unless,
 - the check is for payment under a contract that has been approved by the President,



- The Treasurer receives written authorization (i.e. e-mail) from the President or Vice President to sign and issue the check for payment.
- Electronic payment (ACH): MRSC's Accountant initiates ACH payment in QuickBooks. MRSC's Controller reviews accuracy before final payments are made.
- All supporting documents and payment receipts are attached to the invoice and filed in the system.

ACH Enrollment

- ACH enrollment forms are available from the Treasurer or Chapter Accountant.
- Completed forms shall be forwarded to the Treasurer for approval.
- The treasurer will ensure the form has been submitted by a known vendor through one of the following methods
 - Telephone call to the vendor by the Treasurer or appropriate Committee Chair.
 - Verify that the e-mail request is received from a known business e-mail address

CREDIT CARD PAYMENTS

Authorized Card Use

Credit Cards may be issued to the Executive Officers, Conference Committee Chairs, and Conference Planner. Cardholders are authorized to use credit cards for the following purchases:

- Ordering supplies, copies, recurring subscriptions, online purchases, catering, misc. items.
- Use of credit cards for making deposits for facility/venue/speakers/entertainers requires advance approval (e-mail) by the Treasurer or President.
- Credit cards should not be used for facility charges, lodging, speaker fees, or entertainers.

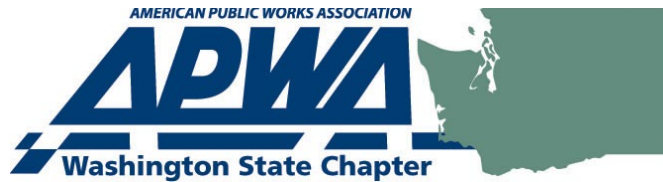
Responsibility and Accountability

It is the responsibility of each individual cardholder to:

- Always Safeguard the credit card; lost or stolen credit cards must be reported immediately to the Treasurer.
- Obtain original itemized receipts for goods and services purchased.
- by the statement closing date (typically the 6th of the month):
 - Upload all receipts for the period monthly statement to the associated folder on the Google Drive
 - Add all transactions to the tracking sheet on the Google Drive
- Be aware of and not exceed the credit limits.

Processing Credit Card Payment

- MRSC's Accountant will download the monthly credit card statement and email to the Treasurer.
- Treasurer reviews and approves statement and scheduled online transfer payment.
- Treasurer forwards approved credit card statement and payment transfer conformation to MRSC Accountant and uploads copy to the Google Drive



- MRSC’s Accountant reviews statement, attaches original receipts, and provides transaction coding in QuickBooks.

FREQUENTLY ASKED QUESTIONS

Who can approve the purchase of budgeted items?

- Committee Chairs approve the purchase of items that are budgeted.

Who can approve the purchase of items that are not budgeted?

- The Treasurer approves the purchase of items that are not budgeted with consensus from the Board. Requests to purchase non budgeted items should be routes through the Committee Chairs to the Treasurer.

Will APWA pay a vendor directly for items requested by a Committee Chair or Member?

- Yes. After approval by the Committee Chair or Treasurer as noted above, the purchaser will be required to obtain an invoice from the vendor and forward that invoice to the Treasurer and Chapter Accountant.
- APWA will not pay a vendor in advance of receiving the service or product. In rare cases, the Chapter will make an advance payment of 10% to secure an order with the remainder paid after delivery of the product or service.
- The Chapter may pay downpayments more than 10% for speakers or conference venues provided the terms of payment are included in a contract approved by the Chapter President.
- The purchaser must obtain an IRS W-9 form from the vendor. A W-9 is not needed if the invoice is for consumable items (e.g. food, supplies, etc.). Include a copy if the signed W-9 with the invoice submittal.

CONTACT INFORMATION:

Chapter Accountant: Antoinette Avery
MRSC
AAvery@mrsc.org
206.673.5649
1712 6th Ave, Ste 100, PMB 1336
Tacoma, WA 98405-3300

Chapter Treasurer: Caroline Barlow, P.E
Seattle Public Utilities
caroline.barlow@seattle.gov



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

POLICIES AND PRACTICES DOCUMENT

**JANUARY 2025
DRAFT**

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INTRODUCTION

This document summarizes the policies as expressed formally in meeting minutes (parenthetical references), and the observed practices of the Washington State Chapter of APWA. The document is intended to be a helpful reminder of our chapter's customary practices and performance expectations. Nothing in this statement is intended to conflict with the chapter or national APWA bylaws. If a conflict is discovered it should be referred to the board of directors for resolution. This document should be supplemented or amended to incorporate future policies approved in board or chapter business meetings and practices that may change or be instituted. As the chapter by-laws may be revised in the future, elements of this document should be reviewed and considered for inclusion in the by-laws.

This document was first assembled in 2004.

AWARDS

APWA-WA Project of the Year awards are presented at the Spring Conference awards ceremony. Awards fall into five categories listed below with dollar volume differentials (less than \$5M, less than \$25M, \$25M to \$75M, and greater than \$75M) within each category.

- Emergency/Disaster Preparedness
- Environment
- Historical Restoration/Preservation
- Structures
- Transportation
- Sustainability (new in 2024).

The Chapter provides up to four plaques for each project award (one agency, one consultant, one contractor, and possibly another project partner)

The following awards are presented at the Fall Conference Night of Excellence ceremony.

- Achieving Dreams through Empowered Public Works Teams
- Committee in Action Award
- June Rosentreter Spence Award (selected by Board)
- Richard G (Dick) Andrews Award
- Roy Morse Award
- Young Leader Award
- President's Award (selected by President)

The Chapter will keep a running list of the award recipients and maintain it on the

chapter website.

The Roy Morse Award recipient becomes the chapter's "Top Ten" nominee. The board may support assisting a Top Ten recipient from the Chapter by paying travel expenses and registration for attending PWX to receive the award (April 4, 2012). **The Roy Morse award recipient will also receive a copy of the Roy Morse Book if available. Work with National to get additional copies.**

The Young Leader Award winner is invited to attend the next PWX Conference. The cost of attending the conference, including registration, transportation, and reasonable accommodations will be reimbursed by the Chapter (June 13, 2008). Attendance at PWX can be deferred for one year if the deferral is coordinated with the Treasurer in time to include the cost in the appropriate budget cycle.

The Young Leader is invited to attend the January Board Retreat the year of their Award. Attendance at the January Board Retreat cannot be deferred to future years (January 2017).

The WA chapter Young Leader Award winner is eligible to be submitted to National (Marketing Committee or paid consultant will help prepare).

The Chapter will recognize members who are granted Life Member status by APWA National at the Spring or Fall Conference (**if the information is available**). **The method needs to be coordinated with Meeting Visions. One method is in the looping slides shown at lunch.**

PACE Award: The Past President prepares the PACE Award application documents for the prior year and submits to National APWA. A possible location for the actual PACE Award is that it remains with the president that it was awarded to (October 9, 2007)

See full description of award criteria on APWA-WA website.

BOARD MEETINGS AND CHAPTER BUSINESS MEETINGS

The president should issue a draft agenda two weeks ahead of the board meeting.
Routine meeting schedule:

- **January** - Board meeting and retreat:
 - Swearing in ceremony for new board members and Officers. President to find appropriate person to conduct the ceremony, use oath of office as provided from National.
 - Agenda for retreat is determined by incoming President
- **March/April** - Board and chapter business meetings at spring conference
- **June**
 - Board meeting Review draft budget. (If necessary, the Board will approve the final budget in July via email)

- o The President will appoint an Audit Committee (National Policy & Practices Review Committee) per Article VIII of the Chapter Bylaws.
 - o This meeting may be combined with a general member networking event (as decided by President)
- **October** - Board and chapter business meetings at fall conference
 - o For the record, state that the annual budget was approved via email in order for the Board approval to be recorded in the meeting minutes.
 - o Consider the renewal of service contracts:
 - MRSC - Accounting, CAEC Admin, Election Support (reports to Treasurer)
 - Meeting Visions - Conference venue selection, planning and contracting; chapter communications, chapter support (reports to board and Conference Committee)
 - LILT - Conference & general communication, marketing support (reports to Board, Conference Committee, Marketing Committee)
 - Shaw – Advocacy at the State Level (reports to Government Affairs Committee)
 - Craig Kelman - Chapter magazine publisher (reports to publications committee)
 - Perteet - Division 1 spec writer (Division 1 Committee)
 - o Appoint Delegate and Alternate as the cycle requires.
 - o Accept election results
 - o Present recognition plaques to outgoing Board members at the Conference.

CHAPTER MAILING LIST

Outside of communications regarding direct chapter and committee activities, all requests to distribute information via the use of the Chapter e-mail list are to be routed to the Chapter President for approval. The e-mail distribution is intended for official APWA business. The President will grant such approval where a clear link and/or benefit to our membership is provided or if the request aids in advancing Chapter programs or initiatives. (Chapter Officers September 4, 2008, updated December 2014)

CONFERENCES

The Fall and Spring conferences convene respectively in eastern Washington and western Washington.

Include service projects as part of conferences (September 16, 2003).

Conference committee to make room reservations (January 12, 2007) for Officers' rooms (President, Vice President, Treasurer and Secretary) and will be paid for by APWA. A code will be provided to other board members to make reservations prior to general membership (October 2024 Board Meeting)

Retired members (January 7, 2005 board meeting) and First Timer's receive a 50% discount for conference registration.

The chapter pays the expenses for its president and potentially vice president (this needs to be confirmed at each budget cycle) to attend PWX (October 29, 2002 board meeting). This was amended to include the past president who may attend to receive the PACE award (December 5, 2003 board meeting).

The Washington State Chapter approved a reciprocal program between the Washington State and Oregon Chapters for the waiver of the Chapters annual Spring or Fall conferences registration fee for one member of the Oregon State Chapters Board (Chapter President, or designated board member), with the approval of the Oregon State Chapter's waiver of their annual Spring or Fall Conferences registration fee for one member of the Washington's Chapter Board (Chapter President, or designated board member). (per email vote March 16, 2017)

Do we want to do a reciprocal program with Vancouver BC??

EVENTS

APWA hosted events may need insurance through National. Insurance needs to be requested 3-6 months in advance through chapterservices@apwa.org or jwillbeck@apwa.org. Insurance for a particular event is not guaranteed. Events held at restaurants do not need insurance and the facility insurance already covers.

MAGAZINE

The first issue of our Public Works Magazine was published in the first quarter of 2007. The Magazine to be published quarterly. Content to be coordinated with MRSC. Spring and Fall issues to promote conferences, Summer and Winter to follow-up on conferences. Winter issue to promote Award Nominations.

MEMBERSHIP DUES

The Board voted and approved to increase chapter membership dues at the April 2014 Board meeting. Dues were increased as follows:

- July 1, 2014 dues increased from \$10 to \$20
- March 1, 2016 dues increased from \$20 to \$25

MISCELLANEOUS

New board members will be issued information packets. The new board member packets may contain the following items:

- Board Member Notes which include:
 - Board Expectations
 - Link to Roster of Officers and Board Members
 - Link to National Board
 - Link to Committee Roster
 - Link to Contracts
- Chapter By-Laws
- Policies and Practices
- Committee Handbook
- APWA Best Practices
- PACE Submittal Information

The Chapter became a member of the Puget Sound Engineering Council (PSEC) in April of 2008, but no longer participates.

OFFICER AND BOARD ELECTIONS

The Past President is chair of the nominating committee.

Destruction of the ballots: The board should first accept the election results and then approve destruction of the ballot data. Election results should not be broadcast by email or otherwise except to the secretary prior to the board meeting. (October 29, 2002 board meeting)

Filling the Delegate Position: A past president usually fills the position with the approval of the board of directors (October 29, 2002 board meeting)

A delegate serves for a three-year term and is appointed every 3 years by the Executive Committee at the Fall Board Meeting, to serve a 3-year term beginning at the first of the year. An alternate delegate may be appointed annually by the Executive Committee and is appointed at the Fall Board Meeting to serve a 1-year term beginning at the first of the year. The alternate delegate may serve a total of 3 years, then move into the delegate positions if approved by the Executive Committee (1/9/25). The President shall notify the APWA Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31st of each year. A new delegate and an alternate delegate are installed along with new Officers at the January Board Meeting. (January 8, 2010 board meeting).

OFFICER AND BOARD MEMBERS – additional DUTIES to those listed in the by-laws

President

Letters of recognition/acknowledgement to be sent newly elected board member respective employers (City Managers, County Commissioners, PW Director) Press, etc. as applicable and signed by the President (March 28, 2006 and January 12, 2007).

Letters of recognition/acknowledgement will also be sent to newly appointed Committee Chairs and Co-Chairs respective employers (January 2017).

The President will assemble the Board Member Packets for the new board members and distribute them at the January Board Meeting (January 2017).

Vice President

Coordinates the annual Committee Summit.

Maintains the Committee Chair Roster.

Updates the Committee Handbook.

Secretary

Sends board meeting minutes to the board for review/approval and subsequently send note and attachments to LILT for posting on the chapter website. [Email final meeting minutes to National APWA Chapter Services \(October 2024\)](#).

Orchestrates e-mail voting when appropriate to accommodate decisions between board meetings. E-mail voting to be documented in the minutes of the next board meeting following the vote.

Updates Policies and Practices (December 7, 2007).

Update letterhead (January 2017).

[Coordinates Election Schedule with MRSC and LILT to coordinate online voting, communications and voter participation. See Election Process Schedule template and adhere to Section VIII of Bylaws. Send approved Chapter Officers to National APWA Chapter Services in National's Chapter Officer Request Form \(October 2024\)](#).

Treasurer

Per Article VI Sect 5 of the by-laws: "All checks and vouchers must be signed by the Treasurer". Per discussion with APWA National, Brian Van Norman, summer of 2014, a check may also be signed by another officer, if he/she is a signatory on the account. Fiduciary responsibility of the chapter shall only be carried out by an officer, and cannot be delegated to a non-officer. The officers are covered by APWA National for liability. Electronic banking does not require check signatures, therefore it could be delegated.

Checks over \$5,000 require two signatures according to National requirements, however due to the difficulty in logistics and the number of checks that would require this

process, we have discussed with National that the Washington Chapter does not follow this requirement. The question in the Annual Practices and Policies review needs to state that we do not do this.

1. Contacts and coordinates new candidates for election - provide each candidate with the list of expectations for new board members.
2. Works with Marketing Committee or Paid Marketing Consultant on PACE award submittal.
3. Updates Past President Onboarding and Guidance Document (as needed)

Chapter Leaders Training Hosted by APWA National (February 10, 2025)

National APWA hosts annual/biannual Chapter Leaders Training in Kansas City, Missouri. Chapter Leader Training is targeted for incoming presidents, vice-president, and leaders likely to be president in the next two years. Sessions will strategically focus on leadership skills and important business operations. The event also provides a forum to share ideas and collaborate with other leaders.

Travel and lodging costs are the responsibility of each individual or chapter. APWA National will pay up to a \$700 stipend to the chapter to help offset the cost of sending two (2) chapter leaders (\$350 per chapter leader) to the Chapter Leader Training. APWA National will provide complimentary registration for two chapter leaders in attendance. (Note that the stipend amount needs to be reviewed annually as it may change).

If a chapter would like to send more than two chapter leaders to the Chapter Leaders Training, there is a \$250 registration fee for each person to cover food and beverage costs and no stipend provided. Lodging will also be the responsibility of the individual or chapter.

Washington Chapter will reimburse the cost of travel (flight/ground transportation to/from hotel) and lodging arranged by the two approved chapter officers or appointed chapter leaders. This needs to be included in the annual WA Chapter budget.

Public Works Institute Expense/Revenue Sharing

The Washington and Oregon Chapters hold NWPWI courses each year. Each chapter has their own expenses and revenue strategy. Each chapter has separate contracts with those who plan and conduct the courses.

The APWA Washington Chapter expense/revenue strategy is to provide high quality courses at a very reasonable rate for members. There may be expenses for instructors of the courses that will be paid for out of the course revenue. The strategy is to gain significant revenue for the chapter as a result of conducting these courses. An annual expenses and revenue plan will be considered as part of the annual Chapter budget development process. An agreement of roles and responsibilities is attached to the contract developed with those planning and conducting the courses.

Meeting Visions will coordinate on-site logistics, handle registration for PW Institute courses taught in Washington (December 7, 2012 and January 4, 2013 board meetings).

PUBLIC WORKS WEEK

The Government Affairs Committee will take the lead in asking the governor to issue a proclamation to recognize national public works week.

SCHOLARSHIPS

Jack Pittis Memorial Scholarship was founded in 2006 (March 28, 2006). The first scholarship was awarded in 2007 in honor of Jack Pittis. The scholarship is to be \$10,000, if there is success in raising money, else it will be \$5,000 (April 10, 2007).

The scholarship amounts have changed over the years and new scholarships have been added. Below is recorded history with a follow table summarizing the actions.

The recipient to receive a copy of "Lessons from the Life of Jack Pittis" (January 11, 2008 board meeting). **When needed, more books can be ordered through National.**

All Golf Tournament proceeds raised will go to the Jack Pittis Scholarship Fund. (October 11, 2011 board meeting).

At the December 2015 Board meeting the Board approved removing the two annual \$6,000 Higher Education Scholarships and continued funding of the \$10,000 Jack Pettis Scholarship; further all monies raised by the Scholarship Committee will be deposited into the BlackRock Fund until there are sufficient funds to sustain the \$10,000 annual scholarship.

The board voted and approved to direct \$75,000 from chapter savings to the Jack Pittis Scholarship Fund (January 4, 2013 board meeting).

The board voted to add a \$1,000 Ruta Jones Memorial Scholarship for Public Work Support Staff to be awarded prior to the fall conference (April 2024 Board Meeting). And two \$3000 scholarships to agencies to help staff obtain CDL's (June 14, 2024 board meeting).

Scholarship	2012-2015	2016-2018	2019-2022	2023	2024
Jack Pittis Memorial (University)	\$10,000	\$10,000	\$7,500	\$7,500	\$10,000
Higher Education (University)	\$6,000			\$3,750	\$5,000
Higher Education (University)	\$6,000			\$3,750	\$5,000
Higher Education (2 Year School)			\$2,500	\$2,500	\$2,500
Higher Education (2 Year School)					\$2,500
Ruta Jones Memorial (Admin Employee)					\$1,000
Commercial Drivers License (CDL)					\$3,000
Commercial Drivers License (CDL)					\$3,000

STRATEGIC PLANNING - there is an active strategic plan

The Strategic Plan was reviewed, revised, and updated in 2010. The plan was adopted by the Executive Board on December 10, 2010. (Board meeting minutes from December 10, 2010). Proposed to be re-visited in 2013 and re-done in 2015 and 2020.

REFERENCES:

DOCUMENTS

- Accounts Payable Policies and Procedures ([Chapter Documents >](#) Policies and Procedures)
- Conference Financial Policies (updated March 21, 2014)? **Where is this?**
- All current contracts are maintained in the Contracts folder of the APWA Google Drive
 - Contract with Meeting Visions, approved November 2016
 - Contract with MRSC, approved November 2016

RESOLUTIONS

- 2017 – 01 Resolution – Financial Authority (January 18, 2017 board meeting)
Resolutions are signed each year as needed to update the authorized used for our back accounts.

Policy and Procedures (Audit) Checklist – Fiscal Year-End 2024 Financial Reports – **Each chapter & branch should complete a separate checklist**

CHAPTER OR BRANCH NAME: APWA Washington Chapter

Audit Period: July 1, 2023 to June 30, 2024

Financial Management:

1. Please list all authorized signors on bank accounts and their titles.

Bank of America 2024: Tara Davis (2024 Chapter President), Jeff Brauns (2024 Chapter Vice President)
Jim Roux (2024 Chapter Treasurer), Scott Grayson (APWA National CEO)

Bank of America 2023: Lauren Behm (2023 Chapter President) Tara Davis (2024 Chapter Vice President),
Jeff Brauns (2024 Chapter Treasurer), Scott Grayson (APWA National CEO)

Blackrock Account: Scott Grayson (APWA National CEO), and Julie Bebermeyer (APWA National Chapter Services), and Jim Roux is currently working with our account rep (Richard Goede) to resolve outstanding questions.

2. **Besides** the signors listed above, please list any additional persons who have access to bank account information.

Per Accounts Payable Policy and Procedures, Approved 3-1-24, Authorized Card Users include Executive Officers, Conference Committee Chairs and Conference Planner. Antoinette Avery (MRSC Chapter Accountant) has access to bank account, but does not signing authority.

Antoinette can only download statements to reconcile payments and cannot move money.

3. Did authorized signors approve invoices for payment and sign checks?
4. Were all checks payable to the Treasurer or Chapter Admin approved and signed by someone other than the payee?
5. Were all checks greater than \$5,000 signed by two officers?
6. Did the Treasurer or Chapter Admin prepare bank reconciliations monthly (or at least quarterly)?
7. Were the bank reconciliations reviewed by someone other than the preparer? If yes, please name who reviewed
Preparation by staff accountant (Antoinette Avery)
Quality Review by controller (Sandra Vong)
8. Per the **APWA Rules Governing Chapters**, do all bank and investment accounts include APWA's CEO (Scott Grayson) as an "authorized signor"?
9. Did the Executive Committee verify and approve all transactions to ensure each disbursement was:
 - a) supported by an original vendor invoice?

	Yes	No
3. Did authorized signors approve invoices for payment and sign checks?	X	
4. Were all checks payable to the Treasurer or Chapter Admin approved and signed by someone other than the payee?	X ¹	
5. Were all checks greater than \$5,000 signed by two officers?		X ²
6. Did the Treasurer or Chapter Admin prepare bank reconciliations monthly (or at least quarterly)?		X
7. Were the bank reconciliations reviewed by someone other than the preparer? If yes, please name who reviewed <u>Preparation by staff accountant (Antoinette Avery)</u> <u>Quality Review by controller (Sandra Vong)</u>	X	
8. Per the APWA Rules Governing Chapters , do all bank and investment accounts include APWA's CEO (Scott Grayson) as an "authorized signor"?	X	
9. Did the Executive Committee verify and approve all transactions to ensure each disbursement was:	X	
a) supported by an original vendor invoice?	X	

¹ No checks were issued to the Treasurer for FY 2023/2024. Audit committee recommends that if checks are to be issued to the Treasurer for Reimbursement, that checks would be signed by the President or Vice President. These procedures should be documented as chapter policy.

² Audit committee recommends that the Chapter's current practice is documented as Chapter policy.

- b) Were expenses reasonable and necessary?
 - c) Did the expenses meet the exempt purpose of the chapter or branch?
10. Were all sequential check numbers accounted for?
11. Were the year-end Financial Statements reviewed for reasonableness? If yes, by whom?
Statements are prepared by MRSC, reviewed by the Chapter Treasurer, and presented to the Chapter Board of Director's for review, comment, and approval.

X	
X	
X ³	
X	

12. How often did the Executive Committee receive the following reports and statements:

- a) Financial reports and statements including checks issued, expenses paid, and bank deposits?
- b) Investment performance updates? Check here if no investment accounts _____

	Monthly	Quarterly	Annually
a)	X ⁴	X ⁴	
b)	X ⁴	X ⁴	

Expense Reimbursements and Other Payments:

- 1. Were itemized receipts submitted for each reimbursement?
- 2. Was the purpose of the trip/expense documented?
- 3. Was the date of travel documented for all travel reimbursements?
- 4. Were all expense reimbursements approved by a Chapter/Branch Officer?
- 5. Did you have PAID Chapter Administrators? If yes, please provide names and role.

MRSC is our paid Chapter Administrators.
Staff Includes : Sandra Vong and Antoinette Avery

	Yes	No
1.	X	
2.	X	
3.	X	
4.	X	
5.	X	

Contracts and Legal Matters:

- 1. Did the Chapter/Branch sign any contracts over \$5,000?

	Yes	No
1.	X	

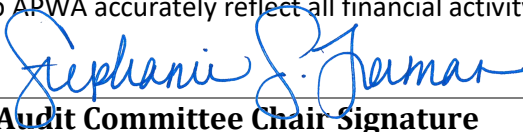
³ All checks were accounted for, but required inquiry with staff accountant to confirm. Audit committee's recommendation is to include the check number in the name of the PDF so that they can be easily audited and found.
⁴ Chapter Treasurer receives monthly reports and statements. These are summarized in a quarterly report to the board.

- a) If yes, were copies submitted to APWA?
- 2. Did the Chapter/Branch sign any contracts over \$10,000?
 - a) If yes, were all contracts submitted to APWA – Diane Forbes for review **prior** to contract being signed with vendor?
- 3. Is the Chapter aware of any potential legal matters which may result in a claim or lawsuit being filed against the Chapter/Branch, an officer, director or member of APWA?
 - a) If Yes, please list the name/telephone number of Chapter/Branch representative(s) who is/are authorized to discuss the matter.

X	
X	
X	
	X

Certification:

The audit committee has reviewed all items on this checklist. We certify that the Fiscal Year-End Reports submitted to APWA accurately reflect all financial activity for the period end of July 1, 2023 to June 30, 2024.



12/17/2024

Audit Committee Chair Signature

Date

Stephanie Forman

Printed Name

List all individuals on the audit committee who reviewed the audit checklist (Name/Email):

Caroline Barlow | caroline.barlow@seattle.gov

Dan Ireland | dan.ireland@scjalliance.com

Stephanie Forman | stephanie@formancs.com

Notes:

The Audit Committee should consist of at least three members appointed by the Chapter/Branch President. Any Chapter/Branch Officer who is authorized to sign checks should **NOT** serve on the Audit Committee.

This checklist should reflect the work of the Audit Committee's review of the Chapter/Branch Financials and procedures.