



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 13, 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
Steve Worley, Board Member 2021-2022
Max Phan, Board Member 2021-2022
Jennifer Walker, Board Member 2021-2022
Charles Eaton, Board Member 2022-2023
Jordan Ottow, Board Member 2022-2023
Karissa Witthuhn, Board Member 2022-2023

BOARD MEMBERS ABSENT:

Mallory Wilde, Board Member 2021-2022
Angela Brady, Board Member 2022-2023

OTHERS PRESENT:

Juel Lugo, LILT
Alyssa Ardourel, Young Leader Award Winner

CALL TO ORDER

- President Scott Sawyer called the meeting to order at 7:15 AM and led introductions.

BOARD ACTIONS TAKEN SINCE LAST BOARD MEETING

- Scott Sawyer sought support for Nominating Tina Nelson as Region IX Director on February 7, 2022. *Without objection the unanimous nomination was approved.*

APPROVAL OF AGENDA

- The agenda was approved as presented by a unanimous vote.*

TREASURER'S REPORT

- No report presented – Online access to Bank of America temporarily lost. They now have escalated the issue with B of A support. Tara will e-mail a summary next week.
- Chapter Banking Update: No longer need to go to bank for signature updates, now on DocuSign. Wait to add Jeff next year.
- Card Reader Options: Tara did some research for scholarship fundraising, etc. Square is leading with 2.6% + 10 cents transaction fee. (3.5% + 15 cents for card numbers input directly). This

would be a charge of \$2.50 to \$4 for a \$100 donation. No monthly fees. \$50 to purchase a card reader.

Jeff moved approval for the use of credit cards with Square as the processor and the purchase of a card reader.

The use of credit cards and purchase of the card reader was approved as presented by a unanimous vote.

SECRETARY'S REPORT

- Approval of the minutes from January 12, 2022, meeting are posted on the chapter website. Tara moved approval of the January 12, 2022 minutes.

The minutes from the January 12, 2022 Board Meeting were approved by a unanimous vote.

- Notes from the January 13-14, 2022, Board Retreat were distributed by e-mail.
- Document Storage and Transitions: A discussion was held to determine the location for electronic files from previous years. Lauren has 2021 files and will send to Jeff. Scott has 2018 & 2019. Minutes through 2020 are posted on the chapter website. Jeff presented a summary of options for online file sharing (attached). Juel said that Google Business is available to allow multiple users but is not currently setup. The cost is \$6/user/month. ***There was consensus for adding a business account.*** Discussion over best practices for file management & retention schedule. A suggestion was made to check with National for file retention guidelines.

VICE PRESIDENTS REPORT

- 2022 Committee Summit – February 16, 2022, 9 AM to 12 Noon (virtual)
- Committee Updates
 - Membership – Needs new Chair, Steve working on potentials for chair and is planning to talk to them in person at conference. A suggestion was made to reach out specifically to individuals working for a Utility.
 - Awards – No award category specific to utility projects? Jordan & Lauren volunteered to see if any adjustments are needed. Will discuss at June meeting.
- Committee reports & workplans are needed for the PACE award. Board liaisons were asked to please reach out to their committees.

PRESIDENTS REPORT

- Conference Shirts – Wear on Thursday!
- Thank you letters for Officers, Board Members, and Delegates were sent.
- Region IX Director - 2 people were interviewed, Tina Nelson was the unanimous choice.

- New Bylaws Posted – <http://washington.apwa.net/PageDetails/6442>. Lorelei started the update process.
- WSDOT Local Programs, Jay Drye
 - APWA Engagement - Scott had a good discussion with him, comfortable that he understands the importance of the relationship with APWA. He was at the Fall conference.
 - Division 1 Committee Support
 - NMFS Endangered Species Act (salmon) and Stormwater - If not infiltrating, need to go through formal consultation. Asked if they would write an article for Chapter magazine. Discussed a session at the fall conference (said that there was a session at the fall conference). Melanie Vance (WSDOT Environmental Manager) has a session at 10:15 today.
- PWX – Charlotte, North Carolina, August 28th to 31st
- Ski Day – 20 people (including some new people), good weather, and the Snorting Elk apres-ski. Donald reported there were no injuries and poor snow.

PAST PRESIDENTS REPORT – DONALD HULING

- PACE Award – Another reminder for liaisons to request annual reports & workplans from their committees.
- New Board Member Recruitment – Board candidates have historically alternated between public & private, looking at public candidates this year to rebalance the Executive Board.

DELEGATES REPORT

- The February meeting was cancelled. National advocacy group making great connections with Congress. Still requesting that we visit advocacy website to "tell our story". Text PWX at 52886 for advocacy. Will reassemble at PWX.
- Donald shared upcoming PWX host cities: San Diego, 2023; Chicago, 2024) WA Chapter membership is up 0.27%. 1498 members (#3), FL Chapter is about 100 more, TX Chapter has around 1800. FL & TX Chapter membership both went up about 10%. Is the low membership growth in WA due to the lack of membership chair?
- Chapter Initiatives - National has tool kits for all the initiatives we've discussed in the Chapter. Resources are hashed out and available (but website is poor and difficult to navigate). Lauren indicated that we should keep in mind that National's materials may need to be adjusted for WA.

BOARD MEMBER REPORTS

- Max Phan – MPAC: submitted annual report & workplan. They have 2 co-chairs; Biophilic Committee: Not much activity; Emergency Management Committee: Kirk Holmes is back as Chair. PW Week is 5/15 – 5/21.
- Jennifer Walker – Asset Management Committee and Technology Solutions Committee both need a co-chair and in rebuilding mode. Should we consider combining? Pre-FOG Committee held their first meeting in March, pre COVID they averaged 15, now have 46 due to virtual meetings.
- Steve Worley – Reached out to both CAEC and Construction Management Committees but no response.
- Angela Brady – *not present*
- Jordan Ottow – O&M Committee is meeting tomorrow at 10 AM, looking for ROADEO volunteers. The ROADEO for the Fall conference location will be at the fairgrounds (shuttling). CE credits will be available.
- Karissa Witthuhn – Division 1 Specifications Committee is doing great. Mentorship Committee is meeting today at 2:30, trying to get it started.
- Charles Eaton – Membership Committee: He has a list of 6 people identified as a potential chair. Going to try and check in in person.
- Mallory Wilde – *not present*
- Tara Olsen – DEI Committee needs new chair. Publications Committee has been quiet lately; History Building Washington book. Asking to rescan the book to improve quality. Getting an estimate. Also printing more books, 13 remaining. Tara will coordinate with Bethany.
- Jeff Brauns – Transportation Committee is meeting today at 10:15 AM.
- Lauren Behm – Student Outreach Committee is holding a scholarship fundraiser at the conference. Selling raffle tickets for Seattle sports mania, \$20/ea or 6 for \$100. Drawing is Wednesday night. Scholarship application will be available this month.

STRATEGIC PLAN Q1 UPDATES – SCOTT SAWYER

- Q1 objectives listed below. Scott asked that the Board make progress on Q1 and Q2 strategic plan implementation objectives.

DIVERSE MEMBERSHIP – CHARLES EATON

- Recruit Membership Chair(s) – Planning to talk with candidates in-person at the conference.
- Define Roles & Responsibilities – (need to refresh discussion, Lauren offered to help).



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VALUE – LAUREN BEHM

- Work Plan Development – Scott suggested that a work plan be created.

EDUCATION & NETWORKING – CHARLES EATON/JORDAN OTTOW

- Recruit Chair(s) – A chair has been recruited for the P&M Committee. The committee on board with trying to develop certification sessions. The committee will be discussing this at their meeting tomorrow.

FUTURE CONFERENCES

Scott Sawyer – 2022

- Fall – Spokane, October 5-7

Lauren Behm – 2023

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

Tara Olsen – 2024

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

Jeff Brauns – 2025

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

NEXT BOARD MEETING

- 9:00 AM, June 10, 2022 [subsequently revised to June 24] – Hal Holmes Community Center, 209 N. Ruby Street, Ellensburg WA. Karissa will check on City facility availability.

ADJOURNMENT

The meeting was adjourned at 8:57 AM.

APWA Washington State Chapter
CLOUD STORAGE ACCOUNTS/LOCATIONS

Google Drive - 2019 PWX

Owner: Peter De Boldt

Editors: ?

Size: ?

Contents: 2019 PWX Complete, 2018 PWX (Kansas City), 2017 PWX Debrief, 2016 PWX Debrief

Google Drive - Treasurer

Owner: Tara

Size: ?

Contents:

Google Drive (apwa.washington@gmail.com)

Owner: Juel

Editors (6): Donald Huling, Jeff Brauns, Jim Rioux, Karissa Witthuhn, Tina Nelson, Scott Sawyer

Size: 23.5 MB

Contents:

- Files from 2017 & 2018 prepared by Scott Egger & Debbie Sullivan (see attached)
- 2017 Board Packet
- 2019 PWX (partial)
- 2021 Fall Conference info (attendee & exhibitor lists)
- Eblast schedule ([current](#))
- Committee Chair Roster ([current](#))
- Past Board & President list ([current](#))

Consolidation options:

1. **Google Drive (apwa.washington@gmail.com)**

Pros: Already established, free

Cons: Single login, 2FA access restrictions

2. **Microsoft OneDrive/365 Business account**

Pros: Multiple logons

Cons: Monthly cost (\$6/user/month) ≈ \$360/year for executive board members

OneDrive for Business (Plan 1)	OneDrive for Business (Plan 2)	Microsoft 365 Business Basic	Microsoft 365 Business Standard
Buy now for \$5.00 user/month (annual subscription-auto renews)	Buy now for \$10.00 user/month (annual subscription-auto renews)	Buy now for \$6.00 user/month (annual subscription-auto renews) Try free for one month ⁴ >	Buy now for \$12.50 user/month (annual subscription-auto renews) Try free for one month ⁴ >
For home	For business		
Explore Office See all options for business See options for enterprise What is Microsoft 365 for business? Looking for Microsoft 365?	OneDrive for Business (Plan 1) \$5.00 user/month (annual subscription-auto renews) Buy now	OneDrive for Business (Plan 2) \$10.00 user/month (annual subscription-auto renews) Buy now	Microsoft 365 Business Basic \$6.00 user/month (annual subscription-auto renews) Buy now Or buy for \$7.20 per user/month with a monthly commitment Try free for one month ⁴ >
Contact Sales Request sales call 1 855-270-0615 Talk with sales. Available M-F 6:00AM to 6:00PM Pacific Time.	Get Support Self-help resources Admin self-help	File sharing and OneDrive storage. Services included  Office apps included Not included	File sharing and OneDrive storage with advanced security and compliance capabilities. Services included  Office apps included Not included
Partially included Included			Includes Microsoft Teams for easy remote working. Microsoft 365 Business Standard \$12.50 user/month (annual subscription-auto renews) Buy now Or buy for \$15.00 per user/month with a monthly commitment Try free for one month ⁴ >
Expand all			Business-class email, Office apps, and services like OneDrive. Services included     Yammer Office apps included     OneNote Access (PC only) Publisher (PC only)
+ Core features			
+ File sharing			
+ Anywhere access			
+ Productivity tools			
+ Advanced security			
+ Support and deployment			
+ Office integration			
+ Email and calendaring			
+ Teamwork and communication			

Google Drive Contents (apwa.washington@gmail.com)

Name	Owner	Last modified	File size
 Board Packet	me	Jan 19, 2022 me	—
 Committee Chair Roster List	me	Jan 14, 2020 me	—
 Attendee list as of 9.17.xlsx	me	Sep 17, 2021 me	16 KB
 Attendees as of 8.31.xlsx	me	Sep 1, 2021 me	16 KB
 Eblast schedule 	me	Apr 11, 2022 Erin Ingersoll	6 KB
 Exhibitor list 9.17.xlsx	me	Sep 17, 2021 me	12 KB
 exhibitors list 9.26.pdf	me	Sep 26, 2021 me	110 KB
 exhibitors list 9.26.xlsx	me	Sep 26, 2021 me	13 KB
 Exhibitors list as of 9.2.xlsx	me	Sep 2, 2021 me	12 KB
 FYE 16-17 Budget July 16 final.pdf	me	Jan 10, 2017 me	125 KB
 How to get started with Drive 	me	Jan 19, 2022 me	2.9 MB



Name	Owner	Last modified	File size
Board Meetings	me	Feb 7, 2017 me	—
Budget	me	Feb 7, 2017 me	—
Calendar	me	Feb 7, 2017 me	—
Committees	me	Feb 7, 2017 me	—
Contracts	me	Feb 7, 2017 me	—
National Resources	me	Feb 7, 2017 me	—
Officers and Board Members	me	Feb 7, 2017 me	—
PACE Award	me	Feb 7, 2017 me	—
Policies and Procedures	me	Feb 7, 2017 me	—
PWX 2019	me	Feb 7, 2017 me	—
2017 Board Packet (full version for p...	me	Feb 8, 2017 me	6 MB
Conference Call Instructions.docx	me	Feb 13, 2017 me	48 KB



Name	Owner	Last modified	File size
APWA 2016 Fall General Chapter Meeting MINUTES [FINAL] - October 7 2016 ...	Scott Egger	May 26, 2017 Scott Egger	456 KB
APWA Board Meeting Minute Attachments April 6 2016.pdf	Scott Egger	May 26, 2017 Scott Egger	1.4 MB
APWA Board Meeting Minutes - April 2016.pdf	Scott Egger	May 26, 2017 Scott Egger	2.5 MB
APWA Board Meeting Minutes - January 2016.pdf	Scott Egger	May 26, 2017 Scott Egger	2.5 MB
APWA Board Meeting Minutes - October 2016.pdf	Scott Egger	May 26, 2017 Scott Egger	890 KB
APWA Board Mtg Minutes [FINAL] 01-18-17.docx	Scott Egger	May 26, 2017 Scott Egger	21 KB
APWA FINAL Board Meeting Minutes as of June 16 2016.pdf	Scott Egger	May 26, 2017 Scott Egger	211 KB
Minutes (Attachments) October 5 2016 APWA Board Meeting.pdf	Scott Egger	May 26, 2017 Scott Egger	418 KB

Name	Owner	Last modified	File size
Final Budget FYE July 2017 to June 2018.pdf	Scott Egger	Jan 26, 2018 Scott Egger	177 KB

Name	Owner	Last modified	File size
2018 Calendar.docx	Scott Egger	Jan 26, 2018 Scott Egger	46 KB

Name	Owner	Last modified	File size
Area Meeting East	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Asset Management	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Awards	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
CAEC	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Conference Oversight	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Construction Administration	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Construction Materials	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
CS Division 1	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
CS Division 7	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Diversity	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Eastern WA	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Emergency Mgt.	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Emerging Professionals	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Env. & Sustainability	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Gov't Affairs	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
History	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Maintenance	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Marketing	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
Membership	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–
MPAC	Debbie Sullivan	May 10, 2017 Debbie Sullivan	–

 Past Presidents	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 PreFOG/Wastewater	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 Stormwater Mgt.	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 Student Outreach	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 Technology Solutions	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 Transportation	Debbie Sullivan	May 10, 2017 Debbie Sullivan	—
 APWA Committee-Chair Roster 1-18-18.xlsx 	Scott Egger	Jan 26, 2018 Scott Egger	76 KB
 APWA-WA Committee Handbook - March 2017.pdf 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	3.3 MB
 SOP - Conference Session Submission - March 2017.docx 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	92 KB
 SOP - Committee Event Calendar Listings - Registration needs - eblasts - ... 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	92 KB
 SOP - Event Form - March 2017.docx 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	529 KB
 SOP - GAC Action Request - March 2017.docx 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	115 KB
 SOP - Marketing and Public Works Outreach - March 2017.docx 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	1.2 MB
 SOP - Webpage - March 2017.docx 	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	3.8 MB

My Drive > Board Packet > Contracts 

Name 	Owner	Last modified	File size
 2016-21 Newsmagazine Contract with CKS- FINAL.docx 	Scott Egger	Jan 26, 2018 Scott Egger	94 KB
 APWA-MRSC 2018 Contract - EXECUTED.pdf 	Scott Egger	Jan 26, 2018 Scott Egger	256 KB
 FINAL Meeting Visions Contract Signed 11_07_2016 For Admin Services.... 	Scott Egger	Jan 26, 2018 Scott Egger	462 KB
 FINAL Meeting Visions Contract Signed 11_30_2016 For Conf Services.pdf 	Scott Egger	Jan 26, 2018 Scott Egger	1.1 MB
 Perteet - Services for APWA Div 1 - 2017 - Fully Executed.pdf 	Kristina Nelson	Mar 3, 2017 Kristina Nelson	561 KB
 Perteet - Signed Contract Extension July 1, 2017.pdf 	Kristina Nelson	Aug 8, 2017 Kristina Nelson	39 KB

My Drive > Board Packet > National Resources 

Name 	Owner	Last modified	File size
 APWA Best Practices 010417.pdf 	me	Jan 10, 2017 me	29 KB
 APWA Chapter Relations Staff.pdf 	me	Jan 10, 2017 me	776 KB
 ChapterCapacitySupprt_12.2.16.pdf 	me	Jan 10, 2017 me	34 KB



Name	Owner	Last modified	File size
APWA Organizational Structure.pdf	me	Jan 10, 2017 me	104 KB
APWA-WA 2018 Officers 12-13-17.docx	Scott Egger	Jan 26, 2018 Scott Egger	21 KB
Board Member Packet 1-26-18.pdf	Scott Egger	Jan 26, 2018 Scott Egger	17.3 MB
Past Board and Presidents List.xlsx	Debbie Sullivan	Jan 23, 2022 me	23 KB



Name	Owner	Last modified	File size
2016 PACE Submittal-Washington Chapter.pdf	me	Jan 10, 2017 me	2.9 MB



Name	Owner	Last modified	File size
APWA Chapter Policies and Practices - March 2017.docx	Debbie Sullivan	Mar 22, 2017 Debbie Sullivan	259 KB
APWA WA Chapter - Bylaws - Amended April 6 2016.pdf	me	Jan 10, 2017 me	555 KB



Name	Owner	Last modified	File size
Minnesota Info	Scott Egger	Jan 26, 2018 Scott Egger	—
PWX 2019 Fundraising	peter de boldt	Sep 7, 2017 peter de boldt	—
2016 PWX Minnesota Debrief.pdf	Scott Egger	May 26, 2017 Scott Egger	5.9 MB
PWX 2019 MOU - FINAL.pdf	Scott Egger	May 26, 2017 Scott Egger	545 KB



Name	Owner	Last modified	File size
APWA Committee-Chair Roster_2021.xlsx	me	Mar 30, 2022 Lauren Behm	39 KB