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GENERAL CHAPTER MEETING
April 28, 2017
Tacoma Convention Center
8:30 A.M. – 10:00 A.M.

DRAFT MINUTES

Call to Order – Meeting called to order by Kirk Holmes at 8:15 A.M.

Additions/Corrections to the Agenda

Motion to approve by Peter DeBoldt, second by Tina Nelson, motion approved.

Secretary's Report - The meeting minutes from the October 2016 General Chapter meeting were distributed and reviewed. Motion to approve by Peter DeBoldt, second by Donald Huling, motion approved.

Treasurer's Report – Donald Huling shared information from the Treasurer's report. Revenues exceeded expenses by \$47, 214 as of March 31. The Blackrock fund has grown by \$8,000 since July 2016. Committee Budgets should be submitted to Donald by May 15.

Vice President's Report – The Committee Summit was held on February 9. The focus was Standard Operating Practices for various items such as speaker submissions, registrations needs, Government Affairs action requests, marketing and Public Works Outreach requests. Committee annual report plans are due so please submit them if you haven't done so.

President's Report – Debbie Sullivan was not able to attend the business meeting so she asked Kirk to thank everyone for their efforts in making this conference a great success.

Past President's Report – Kirk is filling out a roster of candidates to run for the Board and Treasurer position this Fall. Please email any recommendations for candidates to Kirk.

Delegate's Report – Tina Nelson and Peter DeBoldt attended the Delegates meeting in Kansas City in February. Tina is the Chair of the Mentoring committee. She noted that the "Best Practices and Mentoring Catalog" has been finalized. APWA membership is at an all-time high. Washington continues to be the second largest chapter.

Board Member Reports - Kirk reminded people to consider nominating candidates for the fall conference night of excellence awards if you feel you know someone who is worthy.

Committee/Sub-Committee Reports

1. **Asset Management** – The committee met yesterday. A workshop will be held in Sammamish on August 10. They have three brown bag lunches scheduled over the next two months.



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2. Awards – Individual awards will be celebrated at the Night of Excellence at the Fall Conference. Patrick Skillings challenged everyone in the room to nominate someone for an individual award. We have 1,505 members in our chapter to consider. A quick review of the various awards was provided. Heath Henderson is stepping down as co-Chair and Kirk Holmes will be taking his place (** update committee spreadsheet).
3. Conference Oversight
 - Exhibitors
 - Sponsorships
 - Program
 - Spring Conference Chair – Thanh Jeffers reported that the number of exhibitors is at an all-time high and they have a waiting list. Sponsorships brought in \$26,000 and they are reaching out to more sponsors. There were 540 registrants at this conference.
 - Fall Conference Chair – Ruta Jones is looking forward to the Conference in Kennewick. Rooms for Board members have been reserved. Volunteers for the Fall Conference are needed. Kirk noted that the City of Pasco is ready to help.
 - Golf Tournament – Dan Ireland noted that this was his first time managing the golf tournament. He noted that golf is a great relationship activity and a great opportunity for networking. There were 72 golfers and they generated about \$1,000 for the scholarship fund. They are looking for ways to generate more revenue. Les from the Oregon Chapter noted that they added Frisbee-golf at their conferences a couple years ago and they have had great participation. Oregon had about 40 attendees at the last event and the attendance is growing. Dan thanked Janice for all of her work in making the event successful.
 - Roadeo – Scott Rood noted that they attended the PWX meeting on Wednesday and they found the meeting to be very beneficial. They will be sending two people to PWX-2017 to observe the National Roadeo. They are currently scouting various sites for the Roadeo in Kennewick.
 - 3 on 3 Basketball Tournament – Josh Mattson reported that they had a great tournament with 30 players this year.
4. Area Meeting East – Kirk Holmes noted that Area Meeting East has transitioned to just a Board meeting. He noted that other events are under consideration for Central and Eastern Washington.
5. Construction Management – Sam Yaghmaie just completed a new Construction Inspection Manual for APWA. The manual will be distributed in APWA CM classes that are typically scheduled in February. WSDOT is looking for construction inspection training and certification, this might be a good fit.
6. Contract Administration Education – CAEC is alive and well. They have 15 members and meet about 4 times per year. There are five workshops coming up in May.
7. Construction Standards, Div-1 – Tina Nelson noted that the last opportunity for updates to the 2018 book will be in August. WSDOT said they are no longer going to print their Standard Specifications for Road, Bridge, and Municipal Construction. The



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- manual will be available on line. APWA is trying to convince WSDOT that they should continue to print the manual. We are now contracting with Perteeet to assist with updates to the APWA specifications. Tina noted that membership should be aware of HB 1574 & SB 5788 which eliminate the requirement for timely notification for claims.
8. Construction Materials – Recent updates have been made to the HMA specifications to clarify the re-write in 5-04 to better suite local agencies. A joint meeting was held with the Construction Materials committee, Division-1 committee, and Division-7 committee.
 9. Construction Standards, Div-7 – Looking for new members.
 10. Diversity – Kandace Thomas noted that Diversity T-shirt sales generated \$119! They are looking for new colors to boost T-shirt sales at the Fall Conference. They have four new committee members.
 11. Emergency Management –Gloria Van Spanckeren from Pierce County is replacing Brian Loos as the Committee Chair. (***) revise committee summary)
 12. Emerging Professionals
 13. Environment & Sustainability – Bruce Erickson noted that the Committee is continuing its mission to get information to APWA members on sustainability. They sponsored a session at this Conference and they are sponsoring Envision training on June 6... check the APWA web-page for details. They would like to sponsor more training for various sustainability rating systems. They are looking for more members so contact Bruce if you are interested
 14. Government Affairs – Scott Sawyer noticed that the bills we were most focused on this year were HB-1574 & SB-5788 related to the timeliness of notification of claims. These bills are on the shelf for now but they will return. GAC has asked Michael Shaw to work on this issue to look for an acceptable compromise with supporters of the bill (AGC). Scott quickly went through current legislative issues which are summarized in GAC’s weekly email update. The session is currently in overtime and there is no end in sight. They cannot come to agreement on budget.
 15. Magazine - John Carpita reported on the chapter magazine and noted that Patrick Skillings is learning the trade secrets from John since John I retiring. They are looking at turning tech sessions into articles. John will be volunteering people for articles and he thanked everyone for all of their support. Patrick noted a Magazine Committee has been formed.
 16. MPAC
 17. Maintenance – Scott Rood noted that they are working on the process for the tech challenge. They are also working on ideas for a Roads Scholar program for which they have support from state and national.
 - Fleet Management
 - Maintenance School
 - Roadeo – Erick Martin noted they are considering how big the Roadeo can be, the max number of participants, how many volunteers are needed, how much space is needed,... what are the limiting factors. They want to continue to



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better integrate the Roadeo with the conference and make it more accommodating.

18. Marketing
19. Membership – Becky Kniveton noted that Erick Smith has moved away from Washington. (***) need to confirm who is the new Committee Chair)
20. Past Presidents – A photo of eleven Past Presidents was taken following the Thursday lunch with eleven Past-Presidents. This was a record attendance for Past-Presidents.
21. Stormwater Management
22. Student Outreach, College – The Student Outreach and Scholarship Committees have joined forces. They met with the Oregon Chapter President to discuss new fundraising activities. An idea for a fund raising activity at Vendor-Night at the Fall Conference is to have a wine bottle ring toss. As a reminder, please encourage students to apply for the scholarship. The Chapter magazine is going to add a regular article titled “where are they now” which will feature previous scholarship winners.
 - Student Chapters
 - STEM Education
 - Scholarships
23. Technology Solutions – Laura Ross noted they worked with the Marketing Committee to develop a pop-up booth. They obtained over 100 pieces of information from people on the type of technology they are interested in. They are considering having a Drone-Roadeo with an obstacle course at the Fall Conference. They are also considering a program for “speed dating” with technology companies.
24. Transportation – Dan McReynolds noted that this is his first year chairing the Transportation Committee. The focus of the committee is vetting transportation presentations for the conferences. They have some good things lined up. Dan is going to look into getting Sound-Transit involved with APWA given their presence and influence on regional transportation.
25. Washington State History – John Carpita said they are having fun doing the historical presentations at the conferences. They would like to continue and he asked to let him know if we have ideas for future presentations.
26. Wastewater, PreFOG

Future Chapter Activities and Conferences

A. Future Conferences:

Debbie Sullivan – 2017
Fall – Kennewick, October 3 - 6, 2017

Scott Egger – 2018
Spring – Vancouver, April 17 – 20, 2018
Fall – Wenatchee, October 2 – 5, 2018

Lorelei Williams – 2019



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Spring – Tacoma, April 23 – 26, 2019
PWX 2019 – WA Convention Center, Seattle, September 8-11

Donald Huling – 2020
Spring – Vancouver, April 14-16
Fall – Spokane, October 6-8

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Hillary Stibbard noted that they had a presentation from the UW Student Chapter Officers at the conference. She also noted that there is a student from WSU-Everett Chapter who is moving to the WSU-Pullman campus. That student is interested in forming a student chapter in in Pullman.

Adjournment

The meeting was adjourned at 9:23 A.M.
Motion by Lauren Loeb sack, second by Patrick Skillings, motion approved.

Next Chapter Business Meeting:

October 6, 2017 – Kennewick Convention Center – 8:30 AM