



Board Meeting Minutes  
 February 11, 2011  
 Wilsonville City Hall  
 29799 SW Town Center Loop E  
 Wilsonville, Oregon

Meeting was called to order at 10:10 am.

**Board Meeting Attendance:**

|                        |                      |                         |            |
|------------------------|----------------------|-------------------------|------------|
| Mary Meloy             | Consultant           | President               |            |
| Mark Schoening         | City of Eugene       | President-Elect         |            |
| Peggy Keppler          | City of Eugene       | Past-President          |            |
| Terry Song             | HNTB                 | Treasurer               |            |
| Bob Patterson          | City of Pendleton    | Secretary               |            |
| Stephanie Reid         | City of Lincoln City | National Delegate-elect |            |
| Delora Kerber          | City of Wilsonville  | Director                |            |
| Elizabeth Papadopoulos | TriMet               | Director                | (10:40 am) |
| Marty Anderson         | ODOT                 | Director                |            |
| Todd Watkins           | Washington County    | Director                | (10:45 am) |
| Russ Thomas            | City of Newberg      | Director                |            |
| Paul Shirey            | City of Milwaukie    | Director                |            |
| Kevin Timmons          | OTAK                 | Water Committee Chair   |            |

**Overview of Facilities – Delora Kerber**

Delora discussed the facility arrangements and lunch arrangements with the meeting attendees. It was very helpful to know the location of the restrooms relative to the meeting room.

**Good of the Order – Mary Meloy**

Mary reviewed the agenda with the group and covered a few additions, along with annual goals and assignments. She then asked to go around the room for the “good of the order” and have folks fill everyone in personal items occurring in their lives right now.

Mark S. discussed a presentation at Eugene, two folks getting recognition at National for the airport project and bridge project at Delta Ponds, and successfully completing their “local agency” review with ODOT.

Mary M. asked if anyone had heard from Greg Miller – no one had (Todd W. was still a no show for the meeting at this time).

Paul S. informed everyone that he was no longer working at Milwaukie and is now “out on the market.”

Stephanie R. conveyed that Lincoln City is dealing with the land slide and a temporary by-pass. They have a new council looking for input from the public. She is also working on the PACE award application (March 2011).

Russ T. appreciates the ADA issues @ Lincoln City. He mentioned Newberg has a new Public Works Director, Rob Charles, from Silverton. Newberg will be hosting the State Special Olympics this summer. His son is a detective with State of Oregon and was recently promoted to Wildlife Detective. He will be a presenter in Kansas City for National and put this speaking engagement together while vacationing in Hawaii.

Delora K. said she has no personal life, to which many in the room nodded their heads (whether in agreement that she has no personal life or they don’t either – only they can answer that). She continues to work on their

wastewater treatment plant project which is design, build, and operate and is about 30% along. She is also working on the joint conference with the Washington Chapter.

Elizabeth P. has been busy dealing with grievances at her employer. She is assisting with the National Sustainability Conference in Portland.

Marty A. explained the emergency declaration by the Governor. He discussed several ODOT projects that received awards under the FHA ARRA and will submit them to National for award consideration. He said Eugene was “easy” to certify under the local agency program. He announced ODOT may lose the fund exchange program as the Governor has proposed to move State Police from general fund to gas tax funding. There is talk about moving the Department of Aviation back to ODOT. His son is playing basketball for West Linn.

Todd W. little one had their first ear infection. Greg Miller is fighting cancer as it has returned creating a somber mood. They are going through organization changes at Washington County.

Bob P. mentioned that he is swapped with work. His daughter is taking piano and violin lessons. He is currently putting his main floor bathroom back together before tackling the basement remodel.

Kevin T. has been spending time with his 5 & 8 year olds. He has a project that will actually be moving dirt this summer at Johnson Creek. He has been working for 8 years on this wetland mitigation project. He is also working on dam safety improvements.

Peggy K. conveyed that work is slow, so they are updating design standards. She will be helping Bob out with the minutes in regards to narrative form.

Terry S. has transitioned from Chapter Transportation Board Director to the Treasurer spot. He calls Mark from a different phone number each time to get help. HNTB will be participating in Vancouver conference with a booth. Sustainability Conference will cost about \$395.

Mary M. lost ol’ dog at the time of the Pendleton Conference.

#### **Secretary’s Report – Bob Patterson**

October and September minutes were reformatted with Peggy’s help. Changes to attendance were noted. November and December minutes are to follow. January minutes were also reviewed.

Motion to Approve September 2010 revised minutes: seconded and approved w/ Terry, Delora, Todd “changes.”

Motion to Approve October 2010 revised minutes: seconded and approved.

Motion to Approve January 2011 minutes: seconded and approved w/corrections identified by attendees.

#### **Treasurer’s Report – Terry Song**

Cameo income was discussed. Expenses had \$6,000 to the Foundation and \$2,000 for Math Counts. With the changeover in Treasurer, new signatures will be required and changed for National. Terry presented a Board Resolution to be signed authorizing new signatories for Continental Pacific and West Coast accounts.

Motion made, seconded, and approved authorizing the Resolution.

Terry discussed finished discussing the overall budget.

Motion made, seconded, and approved acceptance of the Treasurer’s report.

#### **Cameo – Mark Schoening**

Terry, Sam Irving, Peggy, and Mark will be negotiating the new contract with Cameo and present at the next meeting. Appointment of this group was approved by Mary.

#### **ACTION ITEM: PRESENT NEW CAMEO CONTRACT AT MARCH MEETING**

Further discussion focused on services to be provided. It was noted that Cameo has worked well with Education Sub-Committee and has done a good job of tracking revenue and expenses.

#### **Audit – Mark Schoening**

Terry, Gregg Weston, Ron Polvi, Dan Boss, and Mark met January 24<sup>th</sup> to review books. Need to stay with policy of two signatures for amounts over \$5,000. This relates to conference committees. The question was asked if money market needs to report as investment fund – answer was no. They are researching options for investing. National changed the audit check list – need to review checks more than two months old – currently have \$1,400 for Red Lion from a few years ago that is outstanding. Conference chairs need to provide receipts and comply with signature requirements.

Mark submitted the year end report to National.

#### **Delegate's Report – Stephanie Reid**

She is working on contacting and securing liaisons to National committees. Mary conveyed to focus on key committees within our organization and asked Kevin if he would consider to serve on National's Water Resource Committee. Kevin declined.

Main committees to focus on are: Leadership, Diversity, Management, and Transportation. Group discussed Angie S. for Leadership/Diversity, Ken S. for Transportation. Stephanie will contact and solidify for National consideration. She will also find someone for Water Resources.

**ACTION ITEMS: VERIFY LIAISONS FOR NATIONAL COMMITTEES.**

#### **President's Report –Mary Meloy**

Mary brought up the question of Washington County getting a grant for Public Works week. Delora mentioned that she has brought this issue up to provide a one time award. Mark mentioned that grant applications are advertised in the Fall Newsletter and that funding is available. Mary mentioned we should get the word out at the Conference booth. Group discussed a variety of times that have been funded in the past. Todd's perspective is 1) can a public entity ask for money from a non-profit and 2) if money is available, an agency can continue to ask until it is no longer available. For Todd, it is ultimately the Board's decision to fund. Russ mentioned that his wife is a librarian and they use theme based backpacks for 4 to 7 years. They may submit an application for funding consideration.

**ACTION ITEM: MARY TO CONTACT ERIC JONES FOR DISPLAY @ BOOTH FOR FUNDS FOR OUTREACH AND PROVIDE LIST OF ITEMS.**

**ACTION ITEM: MARY TO TALK TO VICTORIA AND CONVEY THAT THERE ARE NO RESTRICTIONS AND THE BOARD WILL USE ITS DISCRETION IN MAKING AN AWARD.**

#### **Conferences:**

Mary mentioned developing leader has filled with 16 folks waiting in the wings. Jeanne want to know if a second class can be done. Consensus of the Board was to add the class.

Sustainability Conference has Jeanne serving as the point of contact. A couple of Board members conveyed they are planning on attending in June 2011.

Spring Joint Conference has Delora serving as the conference chair on behalf of the Oregon Chapter. Delora mentioned the website is up and running. They have 250 already signed up and are placing a ceiling on the number of folks that can register. Golf tourney registration dropped from \$130 to \$100. There are questions about the 1<sup>st</sup> Timer program – a social will be held on Thursday from 5 pm to 6 pm. 5 scholarship recipients will be attending. There is one comp room left – Paul will take it. Mary and Jill (Washington Chapter President) will host a get together on Tuesday. Board meeting is Wednesday at 7 AM. Business meeting is 8 AM to 9 AM on Friday. Chapter Committee meetings will be held on Wednesday from 10 AM to 11 AM. There will be 100 booths and they sold out in two weeks.

**Fall 2011: will have 2 rounds of Golf given away at Spring Conference. Flyers will be distributed.**

**Spring 2012: Peggy has "On The Rocks" as entertainments lined up.**

**Fall 2012: Stephanie mentioned that she is concerned that they have adequate space. Board conveyed that they are good with the location.**

**Fall 2013: This is the joint conference with OEMA.**

**Fall 2014: Back to Pendleton.**

**Old Business:**

Mark mentioned the upcoming Fall Conference at Eagle Crest. Cameo is contracted to do this conference. There is nothing on the legislative front. December education budget was fine and the education committee is adding locator training – April 2011 – for a group of 40 attendees. Maggie to develop the budget – about \$115 for the 2 days.

Todd asked if a succession plan has been developed for John and Jeanee w/NWPWLI. With its success, it would be good to have a plan in place. Marry will discuss with Jeanne.

**ACTION ITEM: MARY TO DISCUSS SUCCESSION PLAN FOR NWPWLI.**

Mary thanked Todd for email list to committee chairs.

Mary thanked Delora for work on Spring Conference.

Peggy discussed by-laws and sent out changes to Stephanie and Gregg. They supported the proposed changes. Peggy will send the revised by-laws to the Board next week. She dropped the list of whole committees and kept the list only required by National.

Board to approve contract negotiation w/Salishan for Fall 2012.

Motion, Second, and Approved.

Lincoln City to host the conference. Chair has not been decided. Stephanie mentioned other towns to assist.

**New Business:**

Paul asked about a Board retreat to get to know each other. Russ echoed his support. The retreat could be used to plan for the upcoming year. Use of an outside facilitator was mentioned. The retreat could also be used as a work session for by-laws and strategic plan. Brian is always available from National to moderate or facilitate. November was set as a tentative month to hold the retreat. Discussion was held in having the retreat at the Oregon Garden or Silver Falls State Park in Silverton.

**ACTION ITEM: PAUL TO VERIFY AVAILABILITY OF THESE LOCATIONS**

**Board Initiated Items:**

Stephanie is not sure of the National Delegate reimbursement policy. It was conveyed that she is paid for House of Delegate and Congress.

Adjourned at 1:20 pm.

Kevin passed out Water Resources Committee 2011 meeting schedule. Peggy would like to post it on the National website.

**ACTION ITEM: PEGGY TO POST WR COMMITTEE 2011 MEETING SCHEDULE ON NATIONAL WEBSITE.**

Adjourned (again) at 1:30 pm