



Board Meeting Minutes  
April 27, 2010  
Seven Feathers Casino Resort  
146 Chief Miwaleta Lane  
Canyonville, OR 97417-9700

Meeting was called to order at 6:56 pm

**Board Meeting Attendance:**

Peggy Keppler	City of Eugene	President
Mary Meloy	Consultant	President-elect
Mark Schoening	City of Eugene	Treasurer
Bob Patterson	City of Pendleton	Secretary
Hugh Kalani	Retired	National Delegate
Gregg Weston	DEA	Past-president
Delora Kerber	City of Wilsonville	Director
Marty Anderson	ODOT	Director
Russ Thomas	City of Newberg	Director
Terry Song	HTNB	Director
Todd Watkins	Washington County	Director

**Board Members Absent:**

Elizabeth Papadopoulos	Director
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**Others in Attendance:**

Jeanne Nyquist  
Nikki Messenger  
Ed Wegner  
Jeff Nelson

**Additions to agenda:**

Everyday Hero  
Contract for Pendleton

**Introductions:**

**Minutes of February 12 and March 12, 2010 meetings (Bob):**

Pass on minutes until June meeting

**Treasurer's Report (Mark):**

Report provided

Motion was given to accept Treasurer's report; it was seconded, and then approved.  
Resolution for signatures.

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**Everyday Hero (Gregg):**

**Josh Hieter**

**Speak to 80 or so Washington Co Maintenance**

**Met wife in April**

**Keeping "things" for Wyatt (son)**

**Appreciated effort (Todd)**

**Ed Wegner:**

**Didn't make final 10 list**

**Appreciative**

**Be here Thursday**

**Jeanne – NWPWI:**

**February meeting**

**Joint leadership skills**

**With Fall conference in Pendleton**

**Looking forward to involvement in conference**

**LOC Elective- Peggy- NWPWI**

**38 attendees at last session, most from Oregon**

**MOU**

**Name change to NWPWLeadershipI**

**Nikki:**

**93 delegates, 10 first timers**

**42 vendors**

**Winston Animals- cheetah "sick"**

**Speaker drop – Bob to present**

**\$6,000 to \$7,000 expected "profit"**

**Barbara helped with moderators (Mary)**

**Great job....Huge!**

**"Git 'er Done"**

**Membership for Barb**

**Motion; seconded and then passed.**

**Exception – noted that this is not the norm**

**ASCE (local chapter) – room moderators**

**President's Report (Peggy):**

**May 16-22 Governors Public Works Week proclamation**

**9:00 AM meet to purge old info with Bob / Nikki**

**Pace is qualified.**

**8 application into National**

**Kevin Timmons – Culvert Replacement**

**Contract for Valley river**

**National Delegate's Report (Hugh):**

**Sent Bob latest news via email.**

**Time of year**

**Here I am/ There I go**

**Public Works Director at Warrenton**

**Leave first thing in morning**

**National Congress**

**Multiple discount**

**Fall 2010 Conference (Bob):**

Rental agreement presented for Pendleton Convention Center

Rental \$2750 (5-days at \$550 per day)

Motion to approve; seconded and then approved.

**Spring Joint Conference (Delora):**

MOU with Washington Chapter

March 29 – April 1, 2011

Vancouver

4 tracks at a time

Might go to 3 tracks

**Valley River Inn (Mark):**

Contract

CAMEO

Do a conference

Manage Fall 2011 at Eagle Crest

Conference committees – contracted?

Board consensus to move as trial. Mark to discuss with Maggie.

Damage for cancellation...

Test case for Maggie?

**Other Conferences (Mary):**

Haven't heard from Terry

**Boston Dinner (Hugh/ Peggy):**

\$50 per person

Part of registration / on website

“Organic” restaurant “sustainable”

**Donation to “Math Counts” (Ron Polvi):**

Top 5 to Orlando

May 6<sup>th</sup>

87 middle schools at Eugene

+ 400 statewide

Adjournment was at 8:10.

**2010 Board Meeting Schedule (remaining):**

Apr 27 Canyonville (Spring Conference)

Jun 11 Washington County

Jul 9 Eugene

Sep 10 Pendleton (Friday before 100-year Anniversary of Round-Up)

Oct 12 Pendleton (Fall Conference)

Nov 12 Eugene

Dec 10 Central Oregon (TBD)

Respectively submitted,



Bob Patterson

Secretary

**BP/jh/mc**

**Attachments**

- **Budget Report, Ending March 31, 2010**
- **Board Resolution for Banking Accounts**
- **NWPWLI Brochure**

**Oregon Chapter APWA  
Budget Report  
Ending March 31, 2010**

Category Description	Actual 3/31/2010	Budget 2010	Difference
<b>INCOME</b>			
407 Conference Revenue	\$27,385.00	\$107,500.00	-\$80,115.00
408-Educational Seminars	\$70,238.61	\$145,000.00	-\$74,761.39
420-Std Spec Sales		\$500.00	-\$500.00
423 Product Sales		\$0.00	\$0.00
430 Advertising	\$425.00	\$1,500.00	-\$1,075.00
435 Scholarship Foundation		\$0.00	\$0.00
460 Interest	\$65.50	\$250.00	-\$184.50
466 APWA National Stipends	\$600.00	\$600.00	\$0.00
990 Chapter Rebates	\$1,443.04	\$5,500.00	-\$4,056.96
<b>TOTAL INCOME</b>	<b>\$100,157.15</b>	<b>\$260,850.00</b>	<b>-\$160,692.85</b>
<b>EXPENSES</b>			
500 Conference Expenses	-\$833.79	\$90,000.00	\$89,166.21
501 Conference Deposit		\$0.00	\$0.00
502 Educational Seminars	-\$6,037.92	\$145,000.00	\$138,962.08
552-Board Travel		\$6,000.00	\$6,000.00
560-Office Occupancy Expense	-\$150.00	\$600.00	\$450.00
575-Insurance	-\$426.00	\$500.00	\$74.00
615-Board Meetings	-\$453.00	\$1,200.00	\$747.00
675-Speakers & Trainers		\$0.00	\$0.00
680-Professional Fees	-\$600.00	\$2,400.00	\$1,800.00
700-Office Supplies	-\$84.99	\$700.00	\$615.01
705 Newsletter & Directory		\$0.00	\$0.00
725 Telephone	-\$150.00	\$600.00	\$450.00
730 Postage	-\$70.61	\$500.00	\$429.39
820 Website	-\$120.00	\$200.00	\$80.00
861 Awards		\$1,500.00	\$1,500.00
862 Student Scholarships	-\$3,500.00	\$6,000.00	\$2,500.00
865 Employee Scholarships		\$0.00	\$0.00
866 Community Outreach	-\$2,800.00	\$5,000.00	\$2,200.00
880-Taxes		\$300.00	\$300.00
890 Bank Charges		\$100.00	\$100.00
898 Misc Expenses	-\$130.69	\$250.00	\$119.31
<b>TOTAL EXPENSES</b>	<b>-\$15,357.00</b>	<b>\$260,850.00</b>	<b>\$245,493.00</b>
<b>OVERALL TOTAL</b>	<b>\$84,800.15</b>	<b>\$0.00</b>	<b>\$84,800.15</b>

Net Worth - As of 3/31/2010		12/31/2009
ASSETS	Balance	Balance
Cash and Bank Accounts		
Business Account-PCB	\$16,182.66	\$13,391.00
Educational-West Coast Bank	\$101,364.31	\$28,708.03
Money Market-PCB	\$40,373.28	\$30,307.78
Conference Account-PCB	\$4,266.21	\$5,000.00
<b>TOTAL Cash and Bank Accounts</b>	<b>\$162,186.46</b>	<b>\$77,406.81</b>
<b>LIABILITIES</b>		
Outstanding Checks		
Business Account-PCB	\$279.50	\$300.00
Educational-West Coast Bank	\$1,400.00	\$1,400.00
Conference Account-PCB	\$0.00	\$0.00
<b>TOTAL Liabilities</b>	<b>\$1,679.50</b>	<b>\$1,700.00</b>
<b>OVERALL TOTAL</b>	<b>\$160,506.96</b>	

# American Public Works

Your Comprehensive Public Works Resource



[www.oregonapwa.org](http://www.oregonapwa.org)  
Oregon Chapter APWA  
c/o Cameo Management Solution  
PO Box 410  
Otis, OR 97368  
Phone: (541) 994-3201  
Fax: (503) 419-4369

## OREGON CHAPTER APWA 2010 EXECUTIVE OFFICERS

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**PRESIDENT-ELECT**  
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**NATIONAL DELEGATE**  
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Russ Thomas  
City of Newberg  
PO Box 970  
Newberg, OR 97132-2427

## **BOARD RESOLUTION FOR BANKING ACCOUNTS**

On this the **26<sup>th</sup> day of April, 2010** the Board of Directors of the Oregon Chapter of the American Public Works Association (APWA) did hereby meet and approve the following motion;

### **Bank Authorizations for account signers at Pacific Continental Bank**

- 1) **APWA Conference Account** - Approved the following members to be authorized signers on this account: Mark Schoening, Bob Patterson, Tim Simons, Teri Newhouse and Diane Linderman.

The APWA Treasurer, Mark Schoening is hereby requested to take the formal actions necessary to complete the above resolution with Pacific Continental Bank.

Sincerely,

Peggy Keppler  
Oregon Chapter President

Cc: Mark Schoening – APWA Treasurer



**APWA**  
**Northwest  
Public Works  
Institute**

A training program for  
emerging public works  
leaders

Sponsored by:  
The Washington and Oregon  
Chapters of the American  
Public Works Association

**Communication Skills**

Customer Service  
Career Strategies and Action Planning  
Final Project

**Some of the Instructors:**

Jeanne Nyquist, Mary Meloy  
Ray Johnson, Mike Faught  
Ted Kyle

**LEADERSHIP SKILLS**

**Course Topics:**

Overview of the Public Works Process  
Ethics  
Career Self Assessment  
Council Relations  
Citizen Relations  
Hiring  
Theories/Employee Motivation  
Employee Evaluation  
Coaching and Counseling  
Teams  
Labor Unions  
The Media  
Regulatory agencies  
Meetings  
Managing your time  
Strategic Planning  
Organizational Theory  
APWA Self Assessment  
Peer Review  
Benchmarking  
Maintenance Management Systems  
Planning Skills  
Financial Management  
Creativity  
Diversity  
Understanding Business  
Project Management  
Excellence in Public Works  
Case Studies

**Some of the Instructors:**

John Ostrowski, Pete Butkus  
Jeanne Nyquist, Ted Kyle  
Eric Jones, Dan Boss  
Brian Ziegler, Dick Warren

**Course Topics:**

Overview of Public Works Supervision  
Supervision vs. Management  
Written Communications  
Analyzing Employees  
Progressive Discipline  
Fundamentals of Govt.  
The Law & Public Works  
Water Operations  
Sewer Operations  
Delegation & Empowerment  
Communications  
Transportation Operations  
Right of Way Management  
Solid Waste Operations  
Information Management  
Emergency Management  
Purchasing  
Facilities & Grounds  
Fleet Management  
Employee Evaluation  
Workload Planning  
Crew Scheduling  
Performance reporting  
Storm water Operations  
Engineering & Technology  
Customer Service  
Sustainability  
Self Assessment

**Some of the instructors:**

John Ostrowski, Jill Marilley,  
Jeanne Nyquist, John Lang,  
Thayer Rorabaugh, Bill Pugh  
Tammy Donahue, Pete Butkus  
Michael Mucha

**DEVELOPING LEADER**

**Course Topics:**

Characteristics of an Effective Leader  
Discovering Your Leadership Style  
Team Dynamics  
Team Problem Solving  
Decision Making Styles  
Self Assessment Process  
Organizational Behavior  
Developing a Culture of Inclusivity  
Delegation and Empowerment

# What is the Northwest Public Works Institute?

The Northwest Public Works Institute is a program of instruction for Public Works leaders in the Northwest who would like to attain a higher degree of proficiency as public works leaders and managers. The Washington and Oregon Chapters of the American Public Works Association (APWA) jointly operate the Institute.

The program consists of 3 courses offered in Oregon and Washington that, taken in their entirety, provide public works professionals with essential skills needed to advance in supervisory and management positions up to and including Public Works Director. While it is recommended that students take all 3 courses leading to a certificate of competency, the courses are also able to satisfy the needs of public works professionals at different stages in their career. Level 1 (Public Works Essentials) is a 4 day course of instruction that covers much of the nuts and bolts of public works management. Level 2 (Developing Leader) provides 4 days of instruction in the management and leadership skills required by the emerging leader. Level 3 (Public Works Leadership Skills) offers 4 days of instruction and hands on exercises in the leadership and management skills required of a public

works administrator who aspires to be a department head.

Each of the 3 courses consists of 30 hours of instruction over the 4-day period.

Completion of all 90 hours is recognized by with a certificate of completion awarded by the Northwest Public Works Institute and National APWA.

## **Schedule of Institute classes:**

### **PW Essentials**

May 2010 Issaquah, WA  
December 2010 Portland, OR

### **Developing Leader**

March 2010 Bend, OR

### **Leadership Skills**

October 2010 Pendleton, OR  
June 2011 Issaquah, WA

For more information contact:

John Ostrowski at [ostrowj@pacifier.com](mailto:ostrowj@pacifier.com)  
or 360-573-7594

NWPW Institute website:

<http://www.pacifier.com/~ostrowj/institute-about.html>