



## EXECUTIVE COMMITTEE MEETING March 27, 2019

### MINUTES

**In attendance:** Amy Grothaus, Russ Matthys, Beth Engum, Jeannine Clancy, Lee Gustafson, Lydia Ener, Jupe Hale, Monica Heil, Alex Jordan, Emily Lueth, John Olson, Chris Petree, Mark Rehder, Chris Sagsveen, Michael Thompson, and Joe Wiita

Pat Schutrop, Chapter Assistant and Recorder

#### 1. **CALL TO ORDER**

President Grothaus called the meeting to order at 12:13 p.m.

#### 2. **PRESIDENT'S REPORT (Amy Grothaus)**

##### A. Accounting Subcommittee Update

The chapter received the fund balance from APWA. The amount was \$90,451.70 and has been deposited in the US Bank account. The Chapter Assistant has gone through the Quickbooks Online (QBO) training and started processing financials. Next month's chapter financial reports will no longer come from APWA but will be run directly from QBO for the Executive Committee's review at the April meeting.

##### B. Officers Strategic Planning Meeting

As a result of APWA's Leadership Training, the officers decided to meet and brainstorm some of the ideas learned at the training and consider which initiatives fit the operations of the chapter. The officers met on March 1 and will meet again to continue the discussion on April 25. Primary areas being discussed are what is an appropriate balance for the chapter, the Merrill Lynch account and how to handle those funds; and review of the 2018-20 Strategic Plan. The goal is to have a strategic plan mid-point check-in at the June 19 Executive Committee meeting.

##### C. APWA National Committee Nominations

National committee nominations were due on March 22. The following members volunteered to be nominated: Bev Farraher (2<sup>nd</sup> term) - Committee on Diversity and Inclusion; Heidi Hamilton – Leadership and Management; Tim Plath – Professional Development; and Tyler McLeete – Center for Sustainability. The chapter will hear the outcome of those nominations sometime in April.

#### 3. **SECRETARY/TREASURER'S REPORT (Beth Engum, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)**

##### A. Minutes of Feb. 8, 2019 Officers Conference Call

Provided for information purposes. No comments were received.

##### B. Minutes from Feb. 27, 2019 Executive Committee Meeting

President Grothaus recommended one edit to the minutes indicating she gave the Vice President's report on behalf of Russ Matthys.

**MOVED by Chris Sagsveen and seconded by Mark Rehder to approve the minutes of the Feb. 27, 2019 Executive Committee with the correction noted. Motion carried.**

- C. Financial Report (Gustafson)  
 i. Chapter Financial Statements

<b>For months ending:</b>	<b>Feb. 28, 2019</b>
Financial Statements	(\$69,580.00)
US Bank	\$10,888.89
Merrill Lynch	\$151,968.56

- ii. Claims Report

The claims report will be presented monthly and will reflect the US Bank account activity (revenue deposits, credit card payments, and miscellaneous payments). There may be some changes to the report as the Chapter Assistant gets more involved in processing the financial activities for the chapter. To pay claims in a timely manner, the officers will be able to approve payments during their conference calls with the Executive Committee ratifying the approval at its regular meetings. Gustafson noted bank account deposits should be shown on the report in the future and the title changed to APWA-MN Chapter Claims Report. This report will routinely need a motion to be approved by the Executive Committee.

**MOVED by Jeannine Clancy and seconded by Chris Sagsveen to approve the financial statements and US Bank Statement for months ending Feb. 28, 2019 and the March 2019 Claims Report. Motion carried.**

**4. VICE PRESIDENT'S REPORT (Russ Matthys)**

- A. Young Professionals Stipend to 2019 PWX

The chapter provides a stipend annually for a young professional to attend a PWX. Information is posted on the chapter website and Vice President Matthys reached out to the Young Professionals Committee to circulate the information to their YP email list. Letters of interest are due May 31. Matthys asked the Executive Committee to encourage their YP staff to consider submitting a letter.

- B. 2019 Chapter Dinner

Matthys is looking at a variety of sites in Seattle to hold the dinner for 50 to 60 attendees. Depending on the site and capacity, a first-come-first-serve plan may need to be implemented. He is looking at offering a meal this year at a cost of between \$55 to \$75 a person (starter appetizer, entrée and dessert; does not include drinks or tax). Cruise opportunities are not available in Puget Sound on Tuesday evenings; however, there is a cruise offered in Lake Washington at a cost of \$105 per person (6:30 to 9:30 pm).

Awards Celebration. Also looking at locations for the Monday evening Awards Celebration within walking distance of the conference site.

**5. PAST PRESIDENT'S REPORT (Kristin Asher) – In Asher's absence, President Grothaus provided the update.**

- A. Raise Our Grade Minnesota

Barsuhn is making progress on building the Raise Our Grade, Minnesota website and will be ready to demo at the Spring Conference. They are still looking for projects in need of funding for the site.

- B. Government Affairs Committee (GAC) (Zach Johnson) – No report

**6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)**

- A. Delegate's Report

- Participated with officers and garnered chapter nominations for involvement on national committees.
- Snow Conference. Chris Petree contacted APWA and indicated the Minnesota Chapter is interested in hosting a Snow Conference in the City of Rochester. APWA's response was in spite of improvements made at the proposed site in Rochester, it still does not have large enough vendor space to host the conference. The chapter will need to decide if it wants to pursue hosting a Snow Conference in the City of Minneapolis.
- Clancy was selected to represent Region VI to participate on the National Nominating Committee to select two people that will be affirmed on the ballot for the Fleet and Facilities Director position on the national board as well as the incoming APWA president. Clancy added the people nominated for the positions put a lot of effort into their nomination packets, participated in interviews and found the process very competitive.

- Clancy chaired the national committee to select the Region VI Director. Two well-qualified candidates were considered, and the committee selected one to be affirmed on the ballot. This nomination process is also arduous and competitive. The new Region VI Director will be announced within the next 45 to 60 days in the *Reporter*.

B. History Committee (Dave Hutton, Chair) – No report

7. **DIRECTOR/COMMITTEE CHAIR REPORTS**

a. Director of Public Works/City Engineer Director: Nick Egger - **In Egger's absence, President Grothaus provided the update.**

- Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)
  - The 2019 Sponsorship information was sent to potential and current sponsors. Commitments are due by April 30, so the committee has a complete list of sponsors to be recognized at the Spring Conference.
  - Feed My Starving Children event is Thursday, March 28, at the Eagan location.
  - Split Rock Studios technical tour is scheduled for April 11. The tour is limited to 20 attendees and RSVPs are due by April 5.

b. Outstate Director: John Olson

- Outstate Committee (Chris Petree, Chair)
  - The committee had its first in-person meeting on March 15 at the City of Rochester.
  - The goal is to hold regional outstate meetings based on MnDOT districts. Attempting to convene some of those meetings with public works professionals.
  - The committee plans to identify and add young professionals from outstate regions to represent young professionals on the committee.
  - LTAP is interested in offering educational opportunities in outstate Minnesota. Petree is meeting with Mindy Carlson to discuss how to engage LTAP in the outstate areas.
  - In the process of identifying outstate technical tours for 2019.
  - The next meeting is scheduled via conference call during the spring conference.
- Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair) - **In Lloyd's absence, President Grothaus provided the update.**
  - Grothaus has been notified of the results of one of the award submittals and the remaining notices should be known sometime in April.

c. Vendor/Contractor Director: Mark Rehder

- Communications Committee (Lydia Ener, Chair)
  - The committee's next meeting will be in April.
  - Requesting photos from the Feed My Starving Children event to be sent to Ener and a follow-up article of the event.
  - The Young Professionals article is due.

d. Manager/Engineer Director: Jupe Hale

- Education & Training (E&T) Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
  - Presented policy language for individuals wanting to donate to the scholarship fund in a given name. The policy is recommended to go into effect in 2020. The committee discussed not limiting the amount of donation; however, suggested it be equal to the scholarship amounts offered. In summary, the policy addresses (1) named donations must be intended to acknowledge or honor an individual or group of individuals; (2) donations must come from private entity; (3) amount donated may be limited to avoid a disproportionate award relative to the overall scholarship pool; (4) will not accept donations for specific categories (race, gender, academic institution, etc.); and (5) named scholarships will be identified as the NAME OF INDIVIDUAL OR GROUP/APWA-MN Scholarship.

If the policy is adopted, the E&T will propose to accept donations from the Kasma family for the Dewey Kasma Scholarship beginning in 2020 and it would be a higher value scholarship.

Discussion followed regarding the language referring to the donated amount. To avoid confusion, the Executive Committee agreed on stating donations must be proportionate to the scholarship amounts

awarded. When information is available, the chapter will look at establishing a foundation which if established, donations of this kind can be given to the foundation.

**MOVED by Jeannine Clancy and seconded by Emily Lueth to adopt the scholarship donation policy language to include the donation amount be proportionate to the scholarship amounts awarded. Motion carried.**

- Working on the membership survey involving the Self-Assessment Accreditation Workshop and the Leadership Academy.
- Sponsorship of the Midwest Regional Water Utility Management Institute is an ongoing discussion.
- Fall Workshop topics are underway.
- The 2019-20 UUCIS curriculum update is wrapping up. Broadcasting to an outstate location will be offered, and the E&T is looking for a host location (ideally, in northern or western Minnesota).

e. Superintendent Director: Joe Wiita

- i. Environment & Sustainability (E&S) Committee (Michael Thompson, Chair, Matt Huggins, Vice Chair)
  - May 2 – Adopt-a-Highway event.
  - Working with the Awards Committee to identify applications for the Environmental Stewardship Award. The E&S Committee is reaching out to a number of entities.
  - Discussion topic is chloride reduction and the committee will be reaching out to Metropolitan Council Environmental Services to discuss further. Jeannine Clancy added the MCES has been working with the City of Minnetonka involving salt discharge to the wastewater system and has a report ready to discuss with communities for input.
  - Tim Olson has been involved in the ASCE Operations and Maintenance Conference.

f. Consultant Director: Monica Heil

- i. Diversity Committee (Marcus Thomas, Chair)
  - Representing APWA, members attended the City of Maplewood's Wunderkammer Job Fair on Feb. 28.
  - The Diversity Pledge Challenge poster will be available at the Spring Conference.
  - A diversity session will also be offered at the Fall Conference.
  - 2019 Diversity Grant will be advertised in June.

g. State/County/Regional Director: Chris Sagsveen

- i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
  - 2019 Civil Engineering Day at the Science Museum is on March 30, from Noon to 4 p.m. The PAC is looking for 9 to 12 volunteers. As a supporting sponsor, the chapter receives 25 free tickets and 12 tickets are left. The focus will be on stormwater display (Plinko board), stormwater tabletop display focusing on catch basins, and construction tattoos.
  - April 5 is the next committee meeting.
  - The committee is looking for volunteers to help with the STEMLink activity at Normandale (held during Spring Conference) and Century College (week following Spring Conference). This is a three-day event, 8:45 a.m. to 1:30 p.m., teaching three sessions. One of the sessions will be making pavement cookies. Chuck Schwartz is the contact for this event.
  - The PAC is looking to purchase polo shirts with chapter logo for volunteers identifying them with APWA at events. The cost is \$25/shirt. Grothaus suggested giving new board members a polo shirt when they are elected to the Executive Committee.

h. Young Professions Director: Emily Lueth

- i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
  - The upcoming meeting is scheduled for April 10. Items to discuss will be the Outstate Committee involvement and the YP stipend.

i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)

- Registration for the Spring Conference is advertised and open. The following is the schedule:
  - Jay Gubrud will open the conference on Wednesday evening and speak again on Thursday morning.
  - Denise Baretto will discuss Inclusive Leadership on Thursday morning.

- The Raise Our Grade, Minnesota website will be demonstrated on Friday morning with Scott Barsuhn performing the demo.
- LMC, MnDOT and Government Affairs Committee updates.
- Bob Sansevere will be the final speaker on Friday.
- Thursday dinner will be different from the past with a variety of food offered from three of the onsite restaurants – calling it *Taste of Grandview*.
- Matthys will be purchasing APWA pens for the conference.
- Bolton & Menk has offered to provide AV service during the Fall Conference. Clancy asked since providing AV assistance has been MnDOT's contribution at the conference in the past, the committee needs to find out what Bolton & Menk is offering (augmenting or giving financial support). This should also be a more inclusive discussion. Matthys will follow up with Matt Saam for more information. Jupe Hale said AV is needed for the breakout rooms and donations help to keep the conference within budget.

j. Volunteer Coordinator Report (Eric Fosmo)

- Once the new member list for March is received, Beth Engum and Eric will work on setting up the new member lunch toward the end of April.

k. MN2050 (Greg Stonehouse, Chair) – No report

**8. OLD BUSINESS**

No old business.

**9. NEW BUSINESS**

- Clancy shared APWA Executive Director Scott Grayson's contract came up for renewal and the board unanimously approved the renewal based on Grayson's request the board accept his moving back to Minnesota to allow him and his wife to tend to aging parents. His new schedule will be to spend one week in Kansas City; one week on the road visiting chapters; one week in Washington, DC; and one week working out of his home office in Minnesota.

**10. ADJOURNMENT**

President Grothaus adjourned the meeting at 1:24 p.m.

**APWA-MN Chapter's Mission:** *To advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.*

Dated: April 17, 2019

Respectfully submitted,

Beth Engum  
APWA-MN Chapter Secretary/Treasurer