



EXECUTIVE COMMITTEE MEETING Jan. 8, 2020

MINUTES

In attendance: Russ Matthys, Beth Engum, Nick Egger, Amy Grothaus, Jeannine Clancy, Dan Erickson, Jupe Hale, Heidi Hamilton, Matt Huggins, Scott Jensen, Zach Johnson, Alex Jordan, Chris LaBounty, Sarah Lloyd, Richard McCoy, Tim Plath, Mark Rehder, Matt Saam, Chuck Schwartz, Nina Stanley and Jesse Struve

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER

President Matthys called the meeting to order at 12:22 p.m.

2. PRESIDENT'S REPORT (Russ Matthys)

A. 2020 Organization Chart

- The chart shows the officers, directors, and committees with the director liaisons assigned to each committee. No comments or objections to the organization layout were received.

B. Designate two standing committees (Audit and Nominating)

- Audit Committee: Heidi Hamilton, Chair
- Nominating Committee: Past President Amy Grothaus, Chair

C. Reappoint/Appoint Committee Chairs

- The current list of chairs, vice chairs, and co-chairs have agreed to continue in their roles on respective committees. The following additions/changes are noted:
 - Diversity: Ben Manibog, Chair, replacing Marcus Thomas
 - Environment & Sustainability: Matt Huggins, Chair, replacing Michael Thompson
 - Young Professionals: Alex Jordan, Chair, and Eric Seaburg, Vice Chair

3. SECRETARY/TREASURER'S REPORT (Nick Egger, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)

- ##### A. Minutes of Nov. 1 and Dec. 19, 2019 Officers Conference Calls
- Provided for information purposes. No comments were received.

B. Minutes from Dec. 5, 2019 Year-End Meeting

MOVED by Beth Engum and seconded by Amy Grothaus to approve the minutes of the Dec. 5, 2019 Executive Committee meeting. Motion carried.

C. Financial Report

i. Financial Statements

Secretary/Treasurer Egger noted the Nov. 30, 2019 financial statements and Deposit and Expense Report will need to be re-approved because the motion made at the Dec. 5, 2019 meeting was not made by an officer or director.

For months ending Nov. 30, 2019		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
US Bank	\$88,755.99	
Merrill Lynch	\$163,060.49	
Total Current Assets	\$251,816.48	
Net Income	(\$15,038.52)	
	Deposits	Expenses
Deposit and Expense Report (as of 12/05/19)	\$600.00	\$11,701.64

MOVED by Russ Matthys and seconded by Amy Grothaus to approve the financial statements for months ending Nov. 30, 2019 and the December 2019 Deposit and Expense Report. Motion carried.

For months ending Dec. 31, 2019		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
US Bank	\$69,896.26	
Merrill Lynch	\$167,475.90	
Total Current Assets	\$237,372.16	
Net Income	(\$29,482.84)	
	Deposits	Expenses
Deposit and Expense Report (January 2020)	\$264.91	\$20,930.06

MOVED by Jeannine Clancy and seconded by Chris LaBounty to approve the financial statements for months ending Dec. 31, 2019 and the January 2020 Deposit and Expense Report. Motion carried.

4. VICE PRESIDENT'S REPORT (Beth Engum)

A. Young Professionals Stipend to 2019 PWX

The chapter offers a \$1,750 stipend for a young professional (YP) to attend the upcoming 2020 PWX in New Orleans, Louisiana. Applicants need to be 35 and under. Letters of interest are due May 31, 2020. One of requirements in receiving the stipend is after the YP attends the PWX, they are asked to write a short report on their experience that is posted on the chapter website.

B. 2020 Chapter Dinner

Vice President Engum will start looking into venues to hold potentially 100 participants. A river boat was a suggestion received so far. Any other ideas to consider can be forwarded to Engum.

5. PAST PRESIDENT'S REPORT (Amy Grothaus)

A. APWA-MN Flat Sheet (for marketing/booth opportunities)

Following last fall's Fall Expo, the chapter discussed the need to create a handout with basic information about the chapter to give to exhibitors and visitors at various events. Volunteer Coordinator Eric Fosmo could maintain a supply of the handouts to provide volunteers attending events. Grothaus contacted Tammy Bennett, APWA Director of Membership & Engagement, to see if APWA has something they use as an example to start from. Some ideas to include on the handout are links to APWA's membership page, testimonials, exhibitor opportunities, etc. Grothaus will work with Communications Committee Chair Lydia Ener to get the handout drafted. Executive Committee members can contact Grothaus with ideas or examples. Coincidentally, Egger noted the Membership & Special Events Committee was recently notified by APWA of membership lapses and was asked to think about how to reach out and re-engage those members.

B. Government Affairs Committee (GAC) (Zach Johnson)

- The GAC's first meeting is set for Jan. 23, 2020 and the committee will discuss what policies it wants to be involved in or participate in this coming year. In addition:
 - A few established organizations and lobbying groups are ready to engage with politicians and the GAC will work at getting information to those groups before the legislative session begins on Feb. 11.
 - Develop the educational resource materials to re-educate politicians about public works in an effort to be more of a partner versus a hinderance.
 - Use the last five years of the chapter's Project of the Year award nominations to show legislators who public works is and what public works does. The award nominations are a good representation of infrastructure categories (roads, bridges, transportation, water, dams, ports and aviation).
 - Work with chapter committees to reach all aspects of public works.
 - Develop key 2020 calendar dates to communicate to the Executive Committee.
- A recent issue that has come up is the general contractors are proposing to write some policy language affecting MN Statutes 216B regarding public utilities. In partnering with CEAM and others, the GAC wants to gage the chapter membership's interest or thoughts on the proposed language. The language the contractors are proposing is any project delays would be compensated by the cities. The GAC would like to have an opportunity to give input and work with the Association of General Contractors (AGC) to bring understanding and agreement that benefits both sides. To engage members in all congressional districts, the GAC discussed sending out a survey to get people's opinions and stories. President Matthys added this issue will move fast and the GAC will work with the Executive Committee officers on how to get involved. Updates will be forwarded to the Executive Committee if possible.

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

A. Delegate's Report

- The Council of Chapters meet Feb. 20-22 in Kansas City. It will be a joint meeting with national technical committee members also attending. Clancy, Chris Petree, Tim Plath and Mark Ray will be attending from the MN Chapter. The Chapter Assistant will draft the Chapter Activities Report covering the last six months' activities of the chapter.
- Delegate representatives are asked to participate in a task force. Alternate Delegate Petree will participate on the Public Awareness Task Force and Clancy will participate on the task force for Advocacy.
- As a member of the APWA Water Resources Committee, Clancy will be reaching out to the chapter's Environment & Sustainability Committee to consider ways to highlight Minnesota's stormwater practices nationally.

B. Alternate Delegate's Report (Chris Petree)

- i. **MN2050 Committee (Greg Stonehouse, Chair) – in the absence of Chair Stonehouse, President Matthys gave an update**
 - a. **Committee Report**
 - As referenced in the committee report, the MN2050 discussed the merit of the chapter funding another purchase of the ASCE Report Card. Past President Grothaus added ASCE is looking at producing a postcard-size handout and Braun has a member on the subcommittee. Grothaus does feel the chapter needs to have something available to hand out and the postcard would be at a reduced cost compared to the larger report card. Chuck Schwartz suggested producing something the size of a business card that would be convenient for people to carry.
 - The committee report includes a recommendation for action in regard to considering another fundraising effort; however, without MN2050 representative in attendance, the Executive Committee will ask them to bring more information back to the Executive Committee to discuss specific information about the effort. Alex Jordan will be attending the upcoming meeting on Jan. 13 and will get more detailed information regarding the fundraising effort. He said the MN2050 fundraising effort is geared toward its partners and the value they receive. Clancy added the MN2050 uses the APWA tax exempt status and the approach to fundraising in the past was through other nonprofit agencies and partner consulting groups. A communications

plan was developed by Kristin Asher and Clancy suggests considering a plan to prioritize and come up with a budget to implement the plan.

b. Raise Our Grade MN Subcommittee (Kristin Asher, Chair) – No report.

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

7. DIRECTOR/COMMITTEE CHAIR REPORTS

A. Consultant Director: Nina Stanley

i. Diversity Committee (Ben Manibog, Chair)

- The committee will be involved in the upcoming Minneapolis Public Schools (MSP) Stem Expo at the Minneapolis Convention Center on Feb. 6 from 8 am to 3:30 pm. The expo reaches about 3,000 8th graders. Volunteers are needed to help staff the chapter's booth and the committee is looking for ideas of what to exhibit. In 2019, the group exhibited a water distribution system. The stormwater display is also available for use.

B. Director of Public Works/City Engineer: Jesse Struve

i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)

- The group discussed feedback received about the Fall Conference Topgolf activity and looking at potential event options (such as Axe Throwing, Punchbowl social in St. Louis Park) that are centrally located. Also discussed was the \$50 cost to participate in Topgolf plus the amount subsidized by the chapter, and disproportionate signup of public and private agencies.
- Narrowing down the list of possible technical tours for 2020. Chuck Schwartz suggested the Science Museum where they create exhibits would be an interesting technical tour.
- March 26, 2020 – Feed My Starving Children event at Coon Rapids location.

C. Manager/Engineer Director: Jupe Hale

i. Education & Training Committee (E&T) (Monica Heil, Chair; Tim Plath, Vice Chair)

- The committee will have it first meeting in February.
- Spring Semester registration for the Public Works Certificate Program is open with 19 students registered for the Public Works Organization and Administration class (six open spots remain) and the Technical Aspects of Public Works class is full, with a waitlist of five students.
- The committee received another request for credit for previous college courses in lieu of completing all five of the Public Works Certificate Program classes. This student also appealed NHCC to have this transfer work accepted. The committee continues to work out a resolution with the student.

D. Outstate Director: Scott Jensen

i. Outstate Committee (Chris Petree, Chair)

- At the meeting held in November, the group discussed outstate educational opportunities and the idea of partnering with other organizations to consolidate educational opportunities.
- Feb. 3 is the date for the first meeting in 2020 and it will be a conference call.

ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)

- The committee will meet in January to discuss national award nominations. The national award submittals are due March 2.
- The committee is looking for four new members (two from public and two consultant representatives). Currently, the consultants represented are from WSB and Bolton & Menk.

E. State/County/Regional Director: Dan Erickson

i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)

- The committee will be purchasing an Enviroscape demo package. The cost will be \$2,944.93. This is a budgeted item.
- The Science Museum submitted an overlay of potential projects for the chapter to consider. They have package levels at \$2,500; \$4,500; \$25,000; \$50,000; \$2 million; and \$3.5 million.
 - February Opportunities:
 - Women in Science & Engineering (WISE) Event is scheduled for Feb. 22.

- Civil Engineering Day is scheduled for Feb. 29 and the chapter has been a supporting sponsor of the event in the amount of \$2,500.
- To sponsor both WISE and Civil Engineering Day will cost \$4,500.

The PAC has not discussed the list of projects but recommends, at a minimum, to consider sponsoring the Civil Engineering Day and the WISE event. The chapter budgeted \$2,500 for the supporting sponsorship of the Civil Engineering Day. Clancy suggested having the Secretary/Treasurer look at the budget to see if there is \$2,000 that can be used to contribute to the sponsorship of both events. Vice President Engum would be in favor of making budget adjustments and consider including \$4,500 in the 2020-21 budget to sponsor both events in 2021. Clancy added the Science Museum is looking for partners to fund their projects and its backyard one of those areas they are soliciting partners.

MOVED by Russ Matthys and seconded by Jeannine Clancy to direct the Secretary/Treasurer to assess the budget and make budget adjustments to add \$2,000 to the \$2,500 budgeted amount to sponsor the Civil Engineering Day and utilize the additional funds to also sponsor the Women in Science and Engineering event, and to send suggested adjustments to chapter officers for approval, and to allow the Public Awareness Committee to communicate the chapter's intention to sponsor both events to the Science Museum. Motion carried.

Matthys added AWWA has reached out to him and indicated they want to be a part of the permanent public works exhibit.

- The Science Museum is hosting a Symposium on Sustainable Buildings on Jan. 16, 2020 from 1 to 6 pm.

F. Superintendent Director: Joe Wiita

i. Environment & Sustainability (E&S) Committee (Matt Huggins, Chair)

- MS4 General Permit

The committee has been tracking the progress of the MS4 permit and prepared a draft chapter response for the Executive Committee to review and approve. The general permit period ends at 4:30 pm on Saturday, Jan. 21, 2020. A number of comments have been submitted to MPCA and the E&S Committee is recommending the response focus on one high level item. The draft letter addresses the specific water quality volume requirements language change that would have significant impacts on linear projects going forward. In general, and aside from concerns expressed by other groups, the E&S Committee generally is supportive of the proposed MS4 permit.

Discussion continued. Hamilton said the letter states what it does, but can it also state what the chapter would like it to see as reasonable alternatives. Huggins added he is not sure what or who the driver is behind the language change. The MPCA may not have the discretion to do anything different than proposed. Egger added it would be helpful to know if there are measurables not being met through other actions.

MOVED by Nina Stanley and seconded by Nick Egger to approve a chapter response to the MPCA on the MS4 General Permit as drafted by the Environment & Sustainability Committee based on approval of the final response by the officers. Motion carried.

G. Vendor/Contractor Director: Mark Rehder

i. Communications Committee (Lydia Ener, Chair)

- The committee will have its first meeting in February.
- The focus continues to urge sponsors to submit articles to post on the website.
- Rehder will talk to Chair Ener about the membership engagement handout.

H. Young Professions Director: Chris LaBounty

- i. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
- Alex Jordan is now the Chair and Eric Seaburg, who has been serving as the committee's treasurer/secretary for the past few years, will now be the committee's Vice Chair.
 - The committee has engaged Brad Patterson, APWA Chapter Membership Manager, and the APWA Young Professionals Committee in the student competition.
 - The University of MN and University of St. Thomas student chapters have held elections for new officers.
 - The Whirlyball event is scheduled for Jan. 22 at Maple Grove location.
 - Scheduling a technical tour of the Minnetonka Public Works facility in March over the lunch hour.
 - Partnering with ITE and AWWA in a joint networking event in April.
 - The committee is discussing involvement in the Conference Planning Committee by recommending topics of interest to young professionals.

I. Conference Planning (Matt Saam and Beth Engum, Co-chairs)

- The first meeting is scheduled for next week.
- The committee is working with Volunteer Coordinator Eric Fosmo to get one new committee member.
- Saam will review the results of the survey sent out to members last fall and bring those back for discussion at a future Executive Committee meeting.

J. Volunteer Coordinator Report (Eric Fosmo) – No report

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

President Matthys adjourned the meeting at 2:02 p.m.

APWA-MN Chapter's Mission: *Support those who design, operate, improve and maintain public works and infrastructure through advocacy, education and member engagement.*

Dated: Feb. 12, 2020

Respectfully submitted,

Nick Egger
APWA-MN Chapter Secretary/Treasurer