



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, Feb. 7, 2020**

Attendees

Russ Matthys, President
 Nick Egger, Secretary/Treasurer
 Amy Grothaus, Past President
 Jeannine Clancy, Delegate
 Chris Petree, Alternate Delegate
 Pat Schutrop, Chapter Assistant

Absent: Beth Engum, Vice President; Lee Gustafson, Deputy Treasurer

Conference call convened at 8:32 a.m.

1. Jan. 3, 2020 Officers Conference Call Minutes (Matthys)

The Jan. 3, 2020 officers' conference call minutes were received as presented.

2. Financial Statements (Egger/Gustafson)

a. Financial Statements

For months ending Jan. 31, 2020		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
Merrill Lynch	\$166,727.58	
US Bank	\$55,118.45	
Total Current Assets	\$221,846.03	
Net Monthly Income	(\$45,008.97)	
	Deposits	Expenses
Deposit and Expense Report (as of 02/07/2020)	\$10,090.99	\$16,226.25

b. Deposit and Expense Reports

The officers had no comments on the Deposit and Expense Report posted with information as of Feb. 7, 2020.

3. Follow-up Correspondence to APWA/CEAM Groundwater Issues Letter to MCES (Matthys)

In August 2014, CEAM and APWA-MN Chapter submitted comment letters to MCES regarding the Metropolitan Area Master Water Supply Planning. As a result of the letters, MCES established a technical work group statutorily with the stakeholders that opened opportunity for communication and a platform for input. Russ was approached by Ali Elhassan, MCES Water Supply Planning, requesting some kind of follow up and asked if it would be appropriate for the chapter to respond again. Ali is concerned that people are still pointing to those letters when it comes to working with Met Council. Russ feels the chapter's relationship with MCES is strong and does not want to conclude differently.

Jeannine said the letter was addressed to the Met Council General Manager and has not heard from her that she has requested the chapter or CEAM do anything after receipt of the letters.

ACTION: Jeannine will follow up with the Met Council General Manager about this and let her know the chapter is interested to know if the Met Council is requesting something more from the chapter.

4. Chapter Response Guide (Grothaus)

In 2018, a response guide was created as a result of an employee work zone death experienced by one of the chapter's sponsors. With the recent death of John Flora, a chapter Past President, Amy asked if it would be appropriate to expand the guide to include how the chapter wants to handle death of chapter officers or retirements.

ACTION: Amy will draft language and forward to the officers to review. Once approved, it will be included in the Operations Manual.

5. Merrill Lynch Allocation Profile Questionnaire (Egger)

Merrill Lynch sent out a questionnaire asking for input regarding the chapter's allocation profile and the level of risk (conservative, moderate and aggressive) in making investments. The questionnaire also asks what the earliest the chapter might anticipate needing some of the assets. At the 2019 Leadership Training, APWA talked about another investment firm called, DiMeo, they were offering to chapters and, at that time, the chapter decided not to make any changes in investment companies. The officers agree the overall intent of the Merrill Lynch account is to use it to host a national event, if necessary, and the investment approach has been conservative.

ACTION: The officers affirmed the chapter will stay with Merrill Lynch and continue with the conservative investment approach investments.

ACTION: Nick will fill out the questionnaire and pass along to the officers to review prior to forwarding to the Merrill Lynch contact.

6. Chapter's 75th Anniversary Celebration at 2021 Fall Conference (Clancy)

The History Committee wants to start planning for the chapter's 75th anniversary and is interested in hearing from the Executive Committee as to the scope of the celebration. At a minimum, the chapter could do a birthday cake. At the 65th anniversary, Jeannine was part of the planning group and it was an evening event with dinner and entertainment. The History Committee would like some extended time at the March 11 Executive Committee meeting to brainstorm ideas so they can start planning. From that discussion, the committee will develop a budget for the Executive Committee's consideration.

ACTION: The officers agree the celebration should be more elaborate than having a cake.

ACTION: Jeannine will talk to Dave Hutton and request the History Committee to come to the March 11 meeting with some ideas to generate feedback from the Executive Committee.

7. Asset Management – APWA-MN Role (Matthys)

Russ met with Brad Henry to discuss his involvement with the Institute for Asset Management (IAM) and his thoughts about the chapter establishing an asset management committee. Brad indicated he is willing to chair the committee if the chapter decides to establish one. IAM has a diverse membership and the IAM chapter is representing various industries. Jeannine added she would like to see the chapter have an asset management committee that is a public works-focused committee. Amy agrees with the chapter having a local committee and pointed out that asset management is one of APWA's five key trends for 2020. Jeannine suggested having a co-chair, perhaps Ross Bintner, as a practitioner co-chair.

ACTION: Russ will follow up with Brad and Ross.

ACTION: Russ will recommend approval to formally establish an Asset Management Committee at the Feb. 12 Executive Committee meeting.

8. Equity – APWA-MN Role (Matthys)

Russ was approached by a local firm encouraging support of equity in public works endeavors. Attending the last few MN2050 meetings were some people representing equity groups advocating for lower income communities and stated there is a direct correlation between lower income neighborhoods having more of a need for infrastructure improvements. They believe public works has a role in establishing or supporting equity in these neighborhoods. Russ asked how the chapter can respond. He believes this is touching on more than what the chapter's Diversity Committee addresses. Russ said the city of Eagan does not see any areas given preferential treatment and all city projects are approached impartially.

Nick added his experience working at the city of Hastings has been similar in how projects are approached. Jeannine said equity is a big topic. She suggested ways the chapter could work on are how to advance minority contracting in the region and how to make public works more respectable

with people of different backgrounds. It would be a deliberate and collaborative effort. A good model is what WSB is doing to diversify its workforce by bringing in people to train that might be future surveyors or construction people.

The Diversity Committee would be the logical group to look into equity issues in the workforce and how to advance equity in public works. Jeannine suggested possibly educating the members with the diversity topics everyone is dealing with and charge the Diversity Committee with identifying some of the case studies to communicate with the membership. Also consider a conference topic developed for a future conference.

Chris added the city of Rochester participated in GARE (Government Alliance on Race and Equity) and has an active group. Most cities have similar groups and would be good resources.

ACTION: Russ will talk to Matt Saam to consider equity topic for a future conference.

9. Science Museum Update (Matthys)

The Science Museum of Minnesota (SMM) sent a supporting sponsor letter agreement to the chapter for the Civil Engineering Day and Women in Science and Engineering Day.

In addition, the SMM is still planning to have the chapter work with them on the backyard projects. The SMM is currently working with an organization who will be storing bare-root trees in the backyard on a temporary basis to do some climate change testing and comparison testing on trees native to this area versus trees native to southeast Minnesota and trees grown along the Mississippi River in Iowa.

10. Review Task List (Matthys)*

a. February

- 1) Public Works Week Proclamation: contact Governor's office to request (Russ/Pat)
Note: Chapter Assistant will forward form, proclamation, and letter to President to forward to Governor's administrative contact and copy April Crockett, MnDOT, on email.
ACTION: Pat is waiting for the proclamation language to be published by APWA in order to fill out the required form on Governor Walz's website.
- 2) Review sponsor levels for 2020 sponsor campaign (Membership Committee/Russ)
Nick said the Membership & Events Committee discussed the sponsor levels for 2020. The Membership & Events Committee will recommend a \$25 increase in each sponsor level for the Executive Committee to approve at the Feb. 12 meeting.
POST-MEETING NOTE: The Membership & Events Committee are reconsidering what the sponsor increases will be in 2020.
- 3) Chapter Dinner location search (Beth)
- 4) Solicitation for YP PWX Stipend (Beth) [COMPLETED]

b. March

- 1) National award submittals – due March 2 (Pat/Awards Committee)
- 2) PO Box renewal due March 31 (\$234) (Pat)
- 3) Solicit committees for budget needs for upcoming budget cycle (Nick/Gustafson/Pat)
- 4) Review bylaws for chapter compliance (Nick)

11. Next Executive Committee Meeting: Feb. 12, 2020 (Matthys)

12. Upcoming Website Articles*

a. February

- 1) Sponsor article (Mark Rehder/Jacqueline Thompson)
- 2) Student Chapter article (Alex Miller)
- 3) Public Works article/photo (Riley Dvorak)

b. March

- 1) President's Message (Matthys)
- 2) Sponsor article (Mark Rehder/Jacqueline Thompson)

Social Media

Send social media content to Lydia Ener at socialmedia@apwa-mn.org email.

13. Other

- The chapter nominated Kevin Schlangen to the APWA 2020 Public Fleet Hall of Fame. Chris Petree wrote the recommendation and Pat submitted the application.

14. Adjourn

The conference call adjourned at 9:26 a.m.