

**Texas Chapter, APWA  
Executive Committee Meeting  
February 14, 2010**

**Item 1 – Call to Order**

President Nancy Beward called the meeting to order at 2:13 p.m. The meeting was held at the Holiday Inn South Broadway Hotel in Tyler, Texas as part of the 2010 TPWA Short Course. Nancy Beward welcomes the group and thanked the people for their work on the Tyler Short Course. She discussed the history of the creation of the TPWA Short Course and mentioned that we would be acknowledging past presidents during this event. The following officers and guests were present:

**Executive Committee:**

Nancy Beward	Sharon Valiante
J.C. Wood, Jr.	Kristina Ramirez
Ronnie Bates	Tom Wendorf
Bobby Balli	Marsha Reed
Tim Tumulty	James Winward
Susan Causey	

**Guests:**

Jason Watts	Paul Hindman
Terry Kasselmann	Keith Duncan
Jeffery Ground	Colleen Roberts
Robert Canterbury	Wade Benton
Lori Dullnig-Warden	Richard Ridings
Jimmy Foster	Larry Hertel
Matt Singleton	
Robert C. Nowak	

**Item 2 - Introductions:**

President Beward welcomed the guests and asked everyone to introduce themselves.

**Item 3 – Review and Approval of Minutes:**

The minutes from the October 22, 2009 Board meeting were provided to each Board member. Since there were not any corrections, **a motion was made and unanimously approved the minutes.**

**Item 4 – and 14 – New Business:**

APWA Water Resources Committee Report. Joe Superneau was unable to attend due to bad weather. Keith Duncan, Chair of the Water Resources Committee spoke about APWA Water Resources Committee. The purpose of the Committee is to provide skills to manage public works infrastructure and cost effective service. He spoke to address the gap in the communication between the National Committee and the Chapters. The Committee members were present to discuss the Technical Committee, advocacy efforts, credentialing efforts and Chapter Liaisons. Paul Hindman covered the handout discussing the APWA Water Resources Management Committee and its mission, its purpose and their activities related to water resources. Advocacy on the national level allows APWA to track certain legislation and provide our feedback as the bills proceeds through the process. Bob Nowak spoke about recruitment of a liaison from each chapter so they can improve communications between the National and the Chapters. John Espinosa had been the liaison between our Chapter and their committee. John was not able to attend the Short Course in Tyler but has been very active in the

Chapter. John will be asked to continue to serve in the capacity of the Chapter liaison. Matt Singleton spoke about certification training programs for three areas (Fleet Manager, Public Works Inspector and Certified Stormwater Manager) and its purpose to improve the competency in each area. There was a discussion regarding the Certified Floodplain Manager and classes for certification.

Jimmy Foster stated that APWA is redesigning their website and information is included in the packet behind the minutes.

**Item 5 – Old Business:**

There was no new business.

**Item 6 – President Elect:**

- A. Scholarship – Jeff Ground  
Jeff stated that he had received two scholarship applications for the Chapter. Even though a written report was submitted by Jeff Ground, Ronnie Bates asked Jeff to give a brief comment about the Monday night Social function/fundraiser for the Chapter Scholarship Fund. It's a Texas Hold'em Tournament at the Down and Under Bar & Grill. The cost is \$30 per person and the sponsors are Krafc0 and Rapid Road Repair. All attendees should sign up for the event.
  
- B. History Committee – Richard Riding  
Discussed the need to codify and digitize existing pictures and files that makes up the history of the Texas Chapter. There have been discussions in the past regarding the records of the Chapter history. The Board established a budget of \$25,000 in February 2008 to perform these tasks however the work never materialized. Richard estimated the total cost to perform this task to be approximately \$50,000 over five years. His budget number was a rough estimate to codify all information, complete all member interviews and sending out information to each member. Tom Wendorf made a motion to get the recording of the history underway by establishing \$20,000 to archive existing documents into retrieval form and assist on videoing the oral history. There was discussion of receiving a written proposal detailing the scope of services the work in the amount of \$20,000. **The motion was to establish a budget of \$20,000.00 to archive existing documents, put in order and retrievable format and assist with the videography and recording cost to get the oral histories that are needed at this time. The vote was unanimous to proceed.**

**Item 7 – Vice President:**

- A. 2010 Short Course – Susan Causey  
Susan discussed getting assistance from the Tyler Public Works Department. Bobby thanked Susan Causey, Nancy Beward and Wade Benton for making trips to Tyler. The local hotel staff has been very helpful along with the Branches also providing assistance. Linda Huff will handle the Awards Ceremony during lunch on Tuesday. We were not able to get the normal delegate numbers and sponsors as in previous locations. We have approximately 130 registrants signed up for the Short Course. We should not lose money on this event. There are only three people from the Tyler area that have registered for the Short Course. There was additional discussion regarding the ways that we could have improved attendance at this event. We also discussed that we need to look at events more than two years out. It's difficult to find places to host an event

less than five years out. Nancy Beward stated that we last visited Tyler in 1994. We need to remember our purpose is to provide effective training at a low cost to our members.

B. Education Committee – Wade Benton

1. Technical Committee Reports

Wade Benton mentioned that we have two vacancies in the committee (James Ballowe and Carl Bowker). We need to get these positions filled.

2. Attendance Scanner

Wade discussed purchasing attendance scanners for education classes at \$1200 per scanner (need 6 at \$7,200) plus the cost of the software. We can rent scanner for \$1,700 - 1900 per event. We could rent them as a test and if we liked the information the scanners provided, we could purchase them later. Even though Engineers do not have to submit the information to APWA for the approved CEUs, the scanners can provide additional information about the attendees and speakers. **A motion was made by Ronnie Bates to proceed forward to rent scanners for the June Annual Conference. The vote was unanimous in support of the motion.**

C. 2010 Annual Conference – Matt Singleton

Matt gave a brief description of the activities to occur at the Annual Conference to be held in June 23-26, 2010 in Grapevine, Texas. Matt provided a handout advertising this event.

D. Branch Reports

Branch reports were in written form in everyone's packet.

1. Branch Representatives Form – Nancy Beward

We need names from the Branches to replace the Fleet Representative. We need to get more members involved from the Branch level and there is information for each Branch President to take back to their Branch members. Matt Singleton was going to provide a name for this committee.

2. Central Texas Branch – One-Day Training - Kristina Ramirez

Kristina explained their Branch's one-day training session in Stormwater Education for their members and that they are requesting Chapter participation since they were not able to solicit sponsors for the event with a short timeframe. They are requesting funds in the amount of \$2,000-3,000 to cover the education and local testing of the attendees. **A motion was made by Ronnie Bates to provide \$3,000 to the Central Texas Branch for their one-day training session and cost to provide testing there at the City of Killeen. A motion was made for the Chapter to provide \$3,000.00 for the education and testing for the Central Texas Branch One-day training session. The vote was unanimous in support.**

3. Sustainability Conference Update – Kristina Ramirez  
Kristina spoke about the Sustainability Conference in the Central Texas area. She said about 200 people attended this event. She expressed her appreciation for the Chapter allowing them to the Chapters booth for the conference.
  
- E. 2011 Short Course – Kristina Ramirez  
The 2011 Short Course will be held in Killeen, Texas at the Convention Center and the new hotel Shilo's in February 2011. Kristina distributed information related to the event.
  
- F. 2011 Annual Conference – Robert Canterbury  
The 2011 Annual Conference will be held in McAllen, Texas. They have formed their committees and have met three times to work on conference planning. There conference is scheduled for June 15-18, 2011. Robert has attended a planning meeting for the Grapevine event and there group is willing to assist the Grapevine Conference in any way.  
  
**A motion was made to provide \$5,000 seed money to McAllen for the 2011 Annual Conference as requested in a letter from McAllen. The vote was unanimous in support.**
  
- G. Chapter Dinner – Bobby Balli  
The Chapter Dinner at this year's Congress in Boston will held at Union Oyster Bar around 6-6:30 p.m. The room size is somewhat limited. Bobby is estimating about 110 people attending. Dinner will be around \$30-35 per person. We may get to visit Cheers sometime that night. It is tentative at this time. Jimmy Foster asked that the Oklahoma Chapter be invited to our dinner.

#### **Item 8 – Secretary**

- A. Membership Committee – Terry Kasselmann  
Terry distributed a report showing the breakdown of the Chapter membership compared to other Chapters across the country. The Texas Chapter is now the largest Chapter in the APWA according to the new membership status report published on January 31, 2010. Terry discussed various topics such as memberships gains, new members, dropped members, perspective members, Chapter delinquency, never-been-a-member, group vacancies and Branch Anniversaries. The Rio Grande Valley Branch needs to be added to the list of Anniversaries. No one was sure of the date this Branch was created. Bob Canterbury offered to provide this information.  
  
Terry mentioned the proposal from CVENT Survey Company and the potential information it could provide to the organization. Terry was going to evaluate [www.surveymonkey.com](http://www.surveymonkey.com) and compare it to the CVENT proposal and report back to the Board at the June Board meeting.
  
- B. Site-Selection Committee – Tim Tumulty

There was discussion regarding the site selection process and the need to seek five years worth of sites for the Annual Conference and Short Course so that cities/conference centers can submit an interest to host. The three years is too short a time and most centers are already booked for three years. **A motion was made to perform site selection process for the Annual Conference and Short course for years 2012, 2013, 2014, 2015 and 2016 and approved unanimously.** These letters will be sent out on March 1, 2010 along with invitation to the Branch Presidents to be a part of the Site Selection Committee. Board asked the Site Selection Chair to review the selection process in the SOP for the Short Course.

- C. Participant Editorial Committee – Tim Tumulty  
Committee should consist of one representative of each Branch, Susan Causey and Tim Tumulty. Invitation letters will be going out soon. There are four target dates.

Winter – December 7<sup>th</sup>

Spring – March 23<sup>rd</sup> - Annual Conference announcement

Summer – June 30<sup>th</sup> -

Fall – October 11<sup>th</sup>

Susan spoke about reaching out to other groups for Public Works related articles such as the North Central Texas Council of Governments Public Works Committee. Jimmy Foster asked that an article be written about the 2010 Short Course in Tyler and copies be provided to the Tyler Officials to encourage excitement in our organization. Susan mentioned that there are certain limitations that can not be included in the Participant such as recognizing sponsors.

- D. Web site report – Written  
Susan mentioned that the Southeast Branch has photographs of the Branch Board members on their website and encouraged the Chapter Board to do the same thing. It was decided that Susan would get our pictures and have them posted on the website.
- E. Headquarters report – Written

#### **Item 9 – Treasurer – Sharon Valiante**

- A. Branch Year-End Financial Report  
Sharon stated that the beginning balance of our account on January 1, 2009 was \$146,695.94 and \$191,418.89 on December 31, 2009.
- B. Financial Report  
Southeast Branch has made the last \$6,500 payment. We talked about the 2010 Budget and the increases in some of the line items. Susan will revise the budget to reflect the \$20,000.00 for the proposed work on the Chapter history.
- C. CD Renewal – Since interest rates in the savings is higher than the CD, Sharon recommended that we rollover the money in the CD into the savings program. The CD expires on February 17<sup>th</sup>. **Motion was made to move the funds from the CD (CD 0871) to the savings program and the vote was unanimous in support of the switchover.**

Tim Tumulty brought the comment that we are trying to get everyone to use Wells Fargo for all accounts. Bob Canterbury stated that the Rio Grande Valley Branch has a Wells Fargo Bank in their area and the Annual Conference will use their services.

**Item 10 – Trustee – Kristina Ramirez**

No discussion.

**Item 11 – Past-President – J.C. Woods, Jr.**

Awards: Linda Huff provided a written report. There are six new field awards to be presented at lunch on Tuesday. We had 21 awards at El Paso that can be submitted for National Awards this year. National Awards are due March 1<sup>st</sup>. State Awards are due May 1<sup>st</sup>.

**Item 12 – APWA HOD Delegate – Tom Wendorf**

House of Delegates Alternate Position: Ron Harper has resigned. Board agreed to use the application process to fill this vacancy. Tom Wendorf asked that this vacancy be advertised to the membership (include posting in the Participant). The applicant/candidate should have knowledge about the Chapter and served as a Board member and agrees to make every effort to attend every meeting. We need to spell out the time commitment. There was a brief discussion questioning the need for Alternate position. Tom Wendorf and Jimmy Foster both recommend that this position be kept and filled in the near future. Board discussed paying stipends for the HOD Alternate for travel when they attend an HOD event. Region Seven HOD Spring Meeting will be held in San Antonio this year.

**Item 13 – TML Representative – Martha Reed**

TML Affiliates Day in Corpus Christi will be Friday October 29<sup>th</sup>. Texas Municipal Utilities Association (TMUA) wants to hold a joint meeting with us. TMUA will draw participants away from our event. The event in Fort Worth had low attendance probably due to the rainy weather. We discussed doing away with the breakfast. If we the meeting at the TML facility, we will be required to register for the TML Conference which could be a little pricey and could impact the event attendance. Marsha Reed will continue to work with that group on an offsite meeting place and continue with the breakfast. This will allow only one session for both groups and then we will have our Board meeting.

**Item 14 – New Business**

Jimmy Foster spoke about the low attendance at Congress in Columbus (\$300,000.00 loss for APWA). They expect it to be better this year since Congress is being held in Boston.

Jimmy Foster wants to be nominated for Region Seven Director. They are looking at the organization for 2020. Jimmy spoke about a Certified Public Official program being considered. He also spoke about the opportunity to serve on National Committees. The list of volunteers for these upcoming positions has shown reduced interest.

The 2012 Congress will be held in Anaheim California, not Indianapolis.

Made a motion to nominate Jimmy Foster for Region Seven Director. The vote was unanimous in support.

Nancy Beward reminded everyone about the Board support of the DBIA Conference being held in Grapevine, Texas on April 19<sup>th</sup>-23<sup>rd</sup>. The Chapter gets one free admission to this conference. Nancy Beward will decide who represents the Board at this event.

Meeting adjourned at 6:05 p.m.