



## EXECUTIVE COMMITTEE KANSAS CHAPTER AMERICAN PUBLIC WORKS ASSOCIATION MEETING MINUTES

**Date:** December 11, 2014  
**Time:** 10:00 a.m.

**Location:**  
**Wilson & Company, Inc.**  
**1700 East Iron Avenue**  
**Salina, KS**

**Executive Committee Attendees:** Kenzil Lynn, Brett Letkowski, Chuck Bartlett, Brenda Herrman, Karla Waters, Ray Ibarra, David Cronin, Russ Tomevi, Nathan Bergman, Ron Seitz, Justin Erickson

**Executive Committee Absent:** Shawn Mellies, Brian Clennan

**Other Attendees (Past Presidents):** Mike Frasier, Tom Neal

Meeting was called to order at 10:10 a.m.

**I. Approval of Minutes**

The November Board Meeting minutes were reviewed. Motion to approve meeting minutes – R. Tomevi, Second – B. Herrman. Motion carried 11-0.

**II. Agenda review / modification**

**III. Chapter Business**

- a. Chapter Leadership Training (*Ray Ibarra*) – Chapter Leadership Training is February 26-27, 2015. Board recommended sending up to three members; Justin, Shawn, Nathan and Brenda have not attended. Checking availability and will decide who can attend at January meeting, registration deadline is January 27, 2015.
- b. Southeast Kansas Homeland Security Council (*Ray Ibarra*) – Previously scheduled meeting was postponed until Tuesday December 16<sup>th</sup>; Ray will attend meeting.
- c. Student Chapter/Student Outreach (*Ray Ibarra*) – Carla is gathering additional information and will attend board meeting in January or February to update board.
- d. 2015 Budget (*Russ Tomevi*) – Russ distributed proposed 2015 Budget for board review. Motion to approve minutes with addition of costs to send up to three people to National at \$1000/each. Motion made by B. Herrman, Second – R. Seitz. Motion carried 11-0.
- e. Membership Pin – Board discussed ordering Anniversary Pins for all Chapter Members (5, 10, 15, 20 and 25 year) and present to members at the Spring Conference. Motion made by N. Bergman, Second – K. Waters. Motion carried 11-0.
- f. Strategic Plan – Ray has been unable to connect with Brian Van Norman and has no update.
- g. Executive Committee Calendar (*Chuck Bartlett*) – 2015 Calendar was distributed for review. Changes made: March to Topeka, April to Hays and September to Junction City. Motion to approve committee by R. Tomevi, Second – B. Herrman. Motion carried 11-0.

- h. Past Presidents Roundtable - held after board meeting

#### IV. Chapter Activity Reports

- a. President's Report (*Ray Ibarra*)
  - Spring Conference (May 13-15) – contracts are complete and agenda is tentatively set. Conference costs will be split 50/50 with the KCHA.
  - PACE Award Webinar – Ray distributed the PACE award summary of changes approved by the APWA Board of Directors. The board discussed improvements in the Service to the Community section including sponsoring a portion of costs for Peter Clark's travel costs for Engineers Without Borders. Discussed having blood drive at Spring Conference; Nathan will check on requirements.
  - Ray distributed Hints and Tips for Award Nominations
- b. Treasurer's Report (*Russ Tomevi*) – requested \$6,000 withdrawal from Merrill Lynch account to fund scholarships; \$2000 previous semester and \$4000 for two upcoming in January.  
  
Overall total of \$201,782.16  
\$28,620.41 in checking account  
\$13,652.58 in chapter CD  
\$159,509.17 in Merrill Lynch (account has increased \$9744 to date in 2014)
- c. League / Legislative Affairs (*Nathan Bergman*) - no report. Board discussed impacts to state budget cuts; approximately \$100M was transferred from KDOT and \$40M from KPERS.
- d. Delegate's Report (*Kenzil Lynn*) – Discussed upcoming chapter leadership meeting and council of chapters meeting. 28,698 total national membership was a slight increase.  
  
(*Brenda Herrman*) – Chapter mentoring committee update: Brenda sent in information to national regarding our chapter scholarship program and chapter mentoring program. Next chapter mentoring committee meeting is in February.
- e. Career Awareness (*Shawn Mellies*) – Shawn absent; no report.
- f. Membership / Diversity Liaison (*Justin Erickson*) – One delinquent member, zero new members, two dropped members and two vacancies (City of Topeka and Cutler Repaving); 265 total members.
- g. Scholarship / LTAP (*Ron Seitz*) – Awarded one new scholarship at KU for Spring semester. LTAP highlights: fact sheet coming out in spring on high friction surface treatments; LTAP will have booth at spring conference and holding workshop; newsletters are only distributed electronic now at [www.ksltap.org](http://www.ksltap.org). 2014 summary of LTAP training: 70 workshops, over 1000 participants and 7000 participant hours. Two new Road Scholar Level 1 recipients – Sue Austin, City of El Dorado & Carol Fittell, City of Lawrence. Discussion on ideas how to recognize local officials – Ron will discuss with Lisa Harris at LTAP on presentation/press release idea.
- h. Newsletter (*Karla Waters*) – Karla has completed December newsletter and will be sending out in the next week or two.
- i. Awards (*Brett Letkowski*) – Brett asked board for approval to mail postcard reminder in January. Motion made by K. Lynn, Second - K. Waters, motion approved 11-0.

Top Ten Public Works Leaders of the Year discussion on possible nominations from our chapter, names discussed were Suzanne Loomis, Mike Frasier, Greg McCafferty and Russ Tomevi. Brett will contact the four mentioned and determine their interest in submitting an application.

George Williams Award – board discussed possibilities of past winners of the award being involved in selection process for the award. Consensus of the board was for Brett to draft a revision to the awards section of Leadership Manual to include past award winners in process of submitting nominations and reviewing recommendations for the future.

**V. Action Items**

- Selecting attendees for Chapter Leadership Training Workshop.
- Review members eligible for anniversary pins (Justin Erickson).
- Peter Clark's expenses for EWB (N. Bergman/ C. Bartlett).
- Check requirements for blood drive in Manhattan at Spring Conference (Nathan Bergman).

**VI. Adjournment**

Motion to adjourn by K. Lynn, Second – K. Waters. Motion passed 11-0.  
Meeting adjourned at 12:12 p.m.

**Next Meeting: January 8, 2015; Newton, KS**

Attachment:  
2015 Kansas Chapter adopted budget