



# IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

January 11, 2023 | 10:00am – 11:15am  
Snohomish County, Everett, WA

## I. Attendees:

Andrew Sorba, President  
Diana Knausley, Immediate Past President  
Scott Matetich, Secretary  
Tanya Johnson, Education Chair  
Jamie Booth, Program Development Chair  
Julie Brown, Communication Chair

## II. Meeting Minutes

**Scott Matetich**

- Jamie made a motion to approve the December 2022 Executive Board Meeting Minutes and Tanya seconded it. There was no discussion and the motion passed unanimously.

## III. Chapter Financials

**Murray Brackett**

- Chapter Sponsor Invoice Sent Out
  - Two sponsorships received so far

## IV. Committee Business

### ▪ Professional Development

**Charlene Mullis**

- Provide answers and support to members about credentialing.
  - Terry James-Barksdale met to discuss SR/WA Declaration and Certification 12/6/22
  - Glenn Price inquired about R/W AC Appraisal Certification and Capstone Exam 12/12/22
  - Cealan Clifford inquired SR/WA Declaration and Certification 12/15/22
  - Brett Bolton inquired about updating his SR/WA Declaration that expired 12/15/22
  - Timothy Sauber inquired about SR/WA Declaration and RWP designation 12/16/22
- Review and Approve:
  - Jamie Booth SR/WA Declaration of Candidacy request sent to HQ for processing 12/16/2022
  - Kelly Pankiewicz SR/WA Declaration of Candidacy request sent to HQ for processing 12/6/2022
  - Terry James-Barksdale SR/WA Declaration of Candidacy request sent to HQ for processing 12/8/2022
  - Awet Kassa SR/WA Declaration of Candidacy request sent to HQ for processing 12/16/22
  - Brett Bolton SR/WA Declaration of Candidacy (second Declaration) request sent to HQ for processing 12/16/22
  - Glenn Price R/W AC Appraisal Certification and Capstone Exam request sent to HQ for processing 12/21/22e
  - Malisa Enghusen SR/WA Declaration of Candidacy request sent to HQ for processing 12/28/22
  - Angela Little resume for RWP-GN, Right of Way Professional Certification – Generalist sent to HQ for processing 12/28/22
  - Cealan Clifford SR/WA Declaration of Candidacy request sent to HQ for processing 12/28/22
  - Suzzanne Chan SR/WA Declaration of Candidacy request sent to HQ for processing 12/29/22
  - Garrett Fife SR/WA Declaration of Candidacy request sent to HQ for processing 12/30/22
- Capstone Exam
  - Glenn Price **R/W AC Appraisal Certification** 12/28/22
- Certification
  - Cyndi Whelpley **Relocation Assistance Certification** 12/6/22
  - Rachel Watson **Right of Way Agent – Generalist Certification** 12/28/22

- Heidi Ann Jewett **Right of Way – Relocation Assistance Certified (R/W-RAC)**  
12/1/22
- Recertifications
  - Robert W. Gambill, **SR/WA Recertification** approved 12/1/2022
  - Brad K. Thomas, **SR/WA Recertification** approved 12/2/22
- Declarations
  - Jase K Testerman SR/WA Declaration of Candidacy approved for 5 years 12/13/22 – 12/31/27
  - Kelly Pankiewicz SR/WA Declaration of Candidacy approved for 5 years 12/7/22 – 12/31/2027
  - Terry James-Barksdale SR/WA Declaration of Candidacy approval for 5 years 12/9/22-12/31/2027
  - Kathy Holtby SR/WA Declaration of Candidacy approval for 5 years 12/14/22-12/31/2027
  - Brett Bolton SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
  - Awet Kassa SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
  - Jamie Booth SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
  - Lisa Cox SR/WA Declaration of Candidacy approval for 5 years 12/29/22-12/31/2027
  - Malisa Mercado SR/WA Declaration of Candidacy approval for 5 years 12/29/22-12/31/2027
  - Susanne Chan SR/WA Declaration of Candidacy approval for 5 years 12/30/22-12/31/2027
- **Ongoing Items**
  - Support members interested in credentialling
  - Process all incoming applications, and certifications
  - Notify chapter members upcoming recertification expiration dates
  - Invite new SR/WA members to chapter meetings for free lunch, encourage to bring potential new members

NOTE: IRWA – HQ will again start shipping SR/WA plaques and lapel pins for the new SR/WA chapter members back to the PDC Chairs for proper presentation at the next chapter meeting/function, instead of shipping them directly to the recipient because of Covid-19.

They need the complete physical mailing address Or provide instruction to ship them directly to the recipient.

- **Nominations, Elections & Special Awards** **Jamie Booth**  
Nomination forms for Employer, Professional & Project of the Year sent in Eblast 11/14/2022
  - Received 1 nomination for Employer of the Year from PSE
  - Received 2 nominations for Professional of the Year – Bryan Petri
  - Jesse Ray & Tara O’Hanlon volunteered to for the NESAC Committee
- **Education** **Tanya Johnson**
  - Reviewing paths for accreditation/designation and examining coursework schedule to line up with current membership needs.
  - Summary of Activities for Prior Month
    - Setting dates and scheduling instructors for virtual classes
    - Setting dates and scheduling instructors for in-person classes
    - Working on 3 year plan for classes
  - Upcoming Classes
    - **\*\* Classes Added Since December Chapter Meeting**
    - IRWA Course 800 Principles of Real Estate Law (Virtual) scheduled for January 10, 2023

- IRWA Course 205 Bargaining Negotiations (Virtual) scheduled for February 2, 2023
- IRWA Course 406A 15 Hour National USPAP scheduled for 2/7/23
- \*\* IRWA Course 600 Environmental Awareness (Virtual) scheduled for February 17, 2023
- IRWA Course 501 Residential Relocation Assistance (Virtual) scheduled for February 21, 2023
- \*\* IRWA Course 900 Principals of Engineering (In Person - HDR) March 2-3, 2023
- IRWA Course 102 Evaluating Your Ethical Awareness (Virtual) scheduled for April 7, 2023
- IRWA Course 201 Communication in Real Estate Acquisition (Virtual) scheduled for April 12, 2023
- IRWA Course 209 Negotiating Effectively with a Diverse Clientele scheduled for 5/18/23
- IRWA Course 218 Right of Way Acquisition for Electrical Transmission Projects schedule for 6/1/23

Note: IRWA Course 700 Introduction to Property/Asset Management scheduled for 3/23/23. This class is being removed from our 2023 list per an email received on 1/5/23 from Mr. Cruzado. This class was previously assigned to another chapter and when we requested to host it, the IRWA website had not been updated to show this. I will work to replace this with a different course in March.

- Ongoing Items
  - Setting up virtual and in-person classes for the 2022-2025 educational periods
  - Work with HQ and their current virtual classes to be run by our chapter.
  - Locate venue for in person classes
  - Contact and confirm instructors for both in person and virtual classes
  - Contact and confirm course coordinator for both in person and virtual classes
  - Submit CSMA to headquarters
  - Strive to obtain CE credit for classes that potentially can be approved by the state
  - As confirmation of instructors and course coordinators and headquarters acceptance of the CSMA, advertising will begin to help facilitate a good turn-out.

#### ▪ Membership

Jesse Ray

- Chapter 4 Membership Renewal Reminder Eblasts:
  - October 20, 2022
  - November 17, 2022
  - December 16, 2022
- New members:
  - Ian Bilson, Bilson Appraisals - 5/13/2022. [ian@bilsonappraisals.com](mailto:ian@bilsonappraisals.com)
  - Thomas Gaston Gray - 9/28/2022. [tomggray.tg@gmail.com](mailto:tomggray.tg@gmail.com)
  - Cealan Clifford - 10/6/2022. [cealan.c.clifford@gmail.com](mailto:cealan.c.clifford@gmail.com)
  - Richard Rice, CommonStreet - 10/4/2022.
  - Brian Wonderful, Universal Field Services (11/18/2022)
  - Sarah Nicora, King County WTD (12/10/2022)
  - Jinelle Casten, Pierce County (12/12/2022)
  - Star Betancourth, Yakima County (12/20/2022)
  - Philip Workman (12/25/2022)
  - Robyn Affleck, King County (12/26/2022)
  - Heather Lindstrom, WSDOT (12/28/2022)
  - Eunice De Flicht, Pierce County (12/28/2022)
- New member introduction/welcome emails
- Membership renewal reminders!

#### ▪ Social

Jesse Ray

- Tacoma Rainiers Baseball game potential game nights - \$2183 up to 50 people
  - Friday, May 12<sup>th</sup> – 7:05pm *Firework Night*



- May 10, 2023 – Puget Sound Energy Bellevue – Property Management / Election – Jim Prossick, SR/WA
- June 14, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie Booth

**V. New Business**

**Andrew Sorba**

- RWIEF Fund Raiser – Miller Nash has donated private suite at Kraken game on April 13, 2023 and the entire suite of 16 seated guests will be available. The event will be held as a fundraiser and through board discussion it was agreed that tickets will be distributed in pairs (to invite colleague or spouse).

**VI. Ongoing Business**

**Andrew Sorba**

- Planning for the 2023 Fall Forum
  - October 12-13, 2023
  - Location – Bellevue TBD
  - Seminar Ideas?
    - All-day presentation by the Department of Interior on ROWs of Federal and Native Land
      - a. Secure licensing CE from all Regional States for Real Estate Brokers, Appraisers, and Lawyers. Anyone else?

**VII. Announcements**

**Andrew Sorba**

- Registered - 34
- Spring 2023 Region 7 Forum – Save the Date – Anchorage, AK
  - April 20-21, 2023
- 69<sup>th</sup> Annual Education Conference – Denver, CO
  - June 25-28, 2023
  - Registration Open
  - Call for Volunteers

**VIII. Recap of Action Items**

**Scott Matetich**

**IX. Adjourn Meeting**

**Andrew Sorba**

**X. Next meeting – February 8, 2023, Miller Nash**