

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 NESA 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 turnout.

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
 - Thomas Gaston Gray 9/28/2022. tomggray.tg@gmail.com
 - Cealan Clifford 10/6/2022. 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 Flitch, 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 12th 7:05pm *Firework Night*

- Saturday May 13th 6:05pm
- **VOTE:** Jamie made a motion to choose 5/12/23 Fireworks Night as the Rainiers Game date, Tanya seconded, there was no discussion, and the motion passed unanimously.

Golf Tournament

Jamie Booth/Jesse Ray

- Will contact Echo Falls in January
- Jamie mentioned Willows Run as a possibility as well.... More to come.

Young Professionals

Jesse Ray

Summary of Activities for Prior Month

- Unable to attend last month's update
- Young Professionals proposing session for Annual Education Conference in Denver
- Conference event in planning process

Ongoing Items

- Strategic Goals for FY 2022-2023:
 - Renaming / Rebranding Committee from Young Professionals to *Emerging* Professionals.
 - Host Virtual College Outreach Night direct marketing towards specific schools/programs
 - Host YP/EP Open Form / Workshop / Symposium. Could be in collaboration with RWIEF
 - YP Grant Program Develop application for college students to pursue grant/scholarships funded by YP's. Winner could be offered speaking slot at Saturday before conference, receive travel assistance, featured in magazine, etc.
 - 1 YP rep from each individual chapter to be included in monthly calls

Communication

Julie Brown

- Julie mentioned that the PO Box identified on certain materials is the personal mailing address for the past communication chair person. Discussion was had about changing it to the work address of a current chair, or even having the chapter purchase its own PO Box.
- One complaint about the background used on eBlasts. Discussion was had about folks getting their colleagues to sign up for the eBlasts so that they do not have to forward or reply to stock emails.
- Summary of Previous Actions
 - Send eBlasts as requested
- Ongoing Items
 - A monthly newsletter template was created, to send Fridays after chapter meetings.
 - Sending Eblasts that are provided to me.
 - Please provide me with all the necessary details needing to be included in the Eblast. (Everyone is awesome about this)
 - Expense report for Constant Contact being submitted at the end of each month for reimbursement
- Need to update IRWA Chapter 4 Address on eBlasts

Program

Jamie Booth

- Discussion about adding door prizes to certain events.
- VOTE: Diana made a motion to allocate \$500 to door prizes for the Waterways Cruise on 6/14/23, Tanya seconded, there was no discussion and the motion passed unanimously.
- 2022-2023 Meeting Schedule
 - January 11, 2023 SnoCo FHWA Dianna McKeon, SR/WA, R/W-RAC
 - February 8, 2023 MNGD Topic TBD Matt Hanson and Tara O'Hanlon
 - March 8, 2023 Tacoma Landmark Project of the Year Jamie Booth
 - April 12, 2023 Tulalip Casino Property Management Homeless Response / Announce Slate of Officers – Joel Schleppi & Brendan Perko

- 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
- 69th 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