

President: Kevin Hensley  
President-Elect: Beth Richards  
Past President: Michael Duffy  
Secretary/Treasurer: David Carney  
Delegate: Ron Knoche  
Alternate Delegate: Adam Smith

Director, Reg 1: Baylor Bestgen  
Director, Reg 2: Justin Clausen  
Director, Reg 3: Tim Mroch  
Director, Reg 4: Matt Cox  
Director, Reg 5: Sara Kappos  
Director, Reg 6: Nicole Gleason



**Board Meeting Minutes**  
West Des Moines Public Services  
June 13, 2025

**Voting Members Present:**

Kevin Hensley, Beth Richards, Mike Duffy, Steve Johnson, Adam Smith, Baylor Bestgen, Matt Cox, Sara Kappos

**Others Present:**

Keith Knapp, Jordan Kappos, Shane McQuillan, Lee Shepard, Rob Kline, Jason Havel, Scott Sovers, Sarah Okerlund, Jon Cygan, John Horton, Nichole Sungren, Craig Shepherd

**I. Call to Order**

Kevin Hensley called the meeting to order at 10:10 am.

**II. Agenda Review/Modifications**

None.

**III. Approval of Minutes**

The minutes of the April 2, 2025 Executive Committee meeting and May 22, 2025 virtual Board meeting were emailed ahead of the meeting. The motion to approve was made by Beth Richards and seconded by Adam Smith. Motion carried.

**IV. Officer Reports**

**A. Secretary/Treasurer Report:** Beth R. presented the Treasurer's report, as of June 5, 2025. The report included a statement of financial position, statement of activity, and statement of activity details. Total net assets are \$131,288.99.

**B. President Report:** Kevin H. - all items will be addressed with the agenda.

**C. President-Elect Report:** Beth R. - all items will be addressed with the agenda.

**D. Director Report(s):**

1. Baylor: mentioned a project they recently completed with the University of Nebraska where they use shopping bags in the asphalt mix. Would be a great conference presentation idea.
2. Sara: Waukee hosted an open house during National Public Works week and purchased coloring books for the event. She was happy with the quality of the books and purchased 100 books for \$75.

**E. Delegate Report:** Adam S. - Bill Stogsdill will be our new regional director.

**V. New Business**

**A. Chapter Dinner at PWX:** Beth R. - Not much within walking distance of the convention center/hotels at PWX. Fatpou Tapworks - McCormick has been chosen (located inside the Hilton Garden Inn). Beth presented the proposed cost and the group discussed how much to charge for guests (have charged \$50/guest for the last 2 years, which doesn't even cover half of the actual cost). The motion to charge \$100 for guests was made by Sara Kappos and seconded by Adam Smith. Motion carried.

**B. YP Summit and PWX Registration:** Kevin H. - the APWA Board voted to provide each of APWA's 62 chapters with one complimentary registration for a young professional to attend both the Young Professionals (YP) Summit and PWX 2025 in Chicago. This opportunity was included in the Iowa Chapter May Newsletter and interested individuals were to email Sara Kappos. Sara only received one email. Rob Kline was asked to post something on the website about this opportunity and to

coordinate posting on social media. Sending an email blast to all chapter members was also suggested.

**C. 2027 North American Snow Conference:**

1. **Budget/Financial Commitment** - Beth estimated a budget of \$77,700 using the "Guide to Host Chapters" and from the 2025 and 2026 proposed NASC budgets. The group briefly discussed what the budget included. The motion to propose a budget of \$80,000 was made by Matt Cox and seconded by Sara Kappos. Motion carried.
2. **Co-Chairs** - The motion to approve Kevin Hensley, Beth Richards, and Mike Duffy as the 2027 NASC co-chairs was made by Steve Johnson and seconded by Sara Kappos.
3. **Memorandum of Understanding (MOU)** - this is an agreement between the host chapter and APWA National. Kevin and Beth reviewed the MOU and proposed changes per discussions with APWA. Per the motions above, the budget and co-chair names can now be updated in the MOU. The motion to approve the MOU was made by Adam Smith and seconded by Baylor Bestgen. Motion carried.

**D. Iowa League of Cities Annual Conference Exhibit Booth:** This conference will be held in Des Moines, with exhibitors on September 17 (5-8 pm) and 18 (7:30-9:30 am). The "regular" cost for a booth is \$1,075, but Beth offered to contact the League and see if they offer a special rate for other associations. The motion to register for an exhibit booth was made by Sara Kappos and seconded by Adam Smith. Motion carried

**VI. Old Business**

- A. **Collaboration with other Associations - ISWEP I-Salt Training:** Let Kevin know if there is interest
- B. **T-shirts:** Beth - if anyone wants to get T-shirts for their crews, a bulk order can be placed through Beth. Minimum for a bulk order is 25 per design of shirt. The suggestion to include an option to order a shirt during the fall conference registration process was also made.
- C. **Complimentary Registrations for Iowa Conferences:** Some now retired chapter leaders have expressed interest in coming to the Iowa Chapter conferences, but would appreciate complimentary registration if possible. Discussions were held about what qualifications must be met, such as Top Ten award recipients who are fully retired and lifetime members who are fully retired. The Scholarship and Grants Committee will propose a plan for how to implement and bring to the board for review and approval.

**VII. Committee Reports**

- A. **Audit** - Jason H. - the annual audit is usually held at PWX.
- B. **Awards** - Eric C. - no report.
- C. **Communications** - Sarah O.
  1. **History** - information has been updated
  2. **Newsletter** - Rachel C./Nichole S. - no report.
  3. **PACE** - Katie E. - submitted.
  4. **Website** - Rob K. - history and newsletter have been posted. General information articles and links will be added to the website. Approved minutes will be posted on the website.
  5. **Social Media** - Aaron G. - not present
- D. **Education/Training** - Keith K. -
  1. Leadership work with County Engineers Association.
  2. New award at the Streets and Road Conference for a county maintenance worker. Possible opportunity for APWA to replicate for a city maintenance worker.
  3. Traffic and safety forum in Ames on November 5<sup>th</sup>.
- E. **Friends of APWA** - Lee S. - things are going well. More members than ever before. They will be available to host a hospitality room at the fall conference.
- F. **Government Affairs** - Nichole S. - nothing to report
- G. **Membership** - Jordan K. - National has continued to work on the membership reports and are closer to complete. Current report is showing 497 members. Jordan will research and see who is missing and update information.

- H. **Nominating** - Mike D. - nothing to report.
- I. **Small Communities** - Scott K. - suggested hosting an exhibit booth at the Ankeny Annual Water/Wastewater Conference on July 14 and 15 at DMACC. This conference is geared to small facility operators. APWA and PWSB (along with Scott Kleppe) will work together at a booth.
- J. **Transportation** - Jeff M. - no report
- K. **Mid-American Conference** - Corey M., Rob K., Jason H. - planning has begun and the group has had two meetings so far. There are many volunteer opportunities for anyone interested. Vendors are also being sought out. The conference will be held Wednesday through Friday the week prior to 2026 National Public Works Week.
- L. **Young Professionals** - James G. - since James has been unable to come to meetings and plan YP events, he has decided to step down as the YP committee chair. The motion to appoint Jon Cygan as the new YP chair was made by Beth Richards and seconded by Mike Duffy. Motion carried.
- M. **Leadership/Management/PW Institute** - Jonathan G. - will use the Leadership and Management Committee framework, but waiting for APWA approval at National.

#### VIII. **National Liaison/Committee Reports**

- A. **Facilities and Grounds** - Shane M. - certificate program on the last day of PWX for Facilities and Grounds Management.
- B. **Government Affairs** - Jeff M. - no report
- C. **Leadership and Management** - Steve J.
  - 1. **Emerging Leaders** - Applications for the 2025 - 2026 class close July 18.
- D. **New Initiatives** - Ron K. - no report
- E. **Solid Waste Management** - Craig S. - at PWX, they are planning to work with Emergency Management on upcoming training.
- F. **Transportation** - Kevin H. - working to complete strategic plan prior to PWX. MUTCD training complete and available.
- G. **Water Resources Management** - Rachel C. - no report.

#### IX. **Partners**

- A. **IHRB** - No report.
- B. **Iowa DOT** - Sarah O.
  - 1. **Personnel Updates:** Eryn Stone has been promoted to TISMO engineer in Cedar Rapids area. Announcement upcoming to backfill Urban Engineer.
  - 2. **CHBP FFY '24 Amendment & FFY '25 New Application Update:** NOFO has been revised and they're working with city, county, and consultant partners to update previous grant application to align with the revised NOFO. This should be a light lift. At the same time, CHBP FFY '25 NOFO was released. They're working with the same partners to put together this application in an effort to bring in additional federal funds to Iowa.
  - 3. **Federal Update:** nothing to update.
  - 4. **Legislative Updates - including the All Systems Permit:** working with the Transportation Committee for all systems overweight permit. Removal of gender identity from agreements
  - 5. **Road Use Tax Fund Study Update:** Iowa DOT is required by code to submit a RUTF Study every 5 years. The next study is due December 2026. With the Federal Transportation Bill expiring next year and their buying power continuing to fall, they've begun the effort to at least expedite the needs portion of the study to have that information available for potential future conversations. They're working with the Public Works Service Bureau, InTrans, County Engineer's Service Bureau, and internal teams to gather information.
  - 6. **Manufactured Products Waiver:** if you have a Federal-aid project with an anticipated letting in October 2025 or later, you will be required to ensure all manufactured products permanently incorporated are manufactured domestically.
- C. **LTAP** - Keith K. - Just finished MUTCD Training.
  - 1. **Motor Grader Operator (MoGO) Field Training** - Newer operators attending a classroom session in 2025 will have the opportunity for one-on-one training with an instructor during the

week of August 11-15. This hands-on training will take place on closed gravel roads at the Iowa Army National Guard Base, Camp Dodge in Johnston.

2. **ICEA Mid-Year Conference** - July 10
  3. **Iowa Streets and Roads Workshop and Annual Conference** - September 9-11 in Des Moines.
  4. **Local Roads Conference in Sioux Falls** - the State of Iowa receives 5 free registrations. The conference will be in Mid-October.
  5. **Build-a-Better Mousetrap Competition** - received 13 submissions this year.
- D. **SUDAS/PWSB Update:** Supplementals have been posted to website. PWSB will host exhibit booths at 2 events coming up.

**X. Announcements**

Adam Smith thanked the group for the support of his Top 10 award reception.

**XI. Adjournment**

The motion to adjourn was made by Sara Kappos and seconded by Beth Richards. Motion carried. The meeting was adjourned at 12:17 pm.