



## OFFICERS

### President

Catherine Knab, P.E.  
JMDavidson

### Vice President

David Britton, P.E.  
Nussbaumer & Clarke, Inc.

### Treasurer

John Story, P.E.  
GHD

### Secretary

Jennifer Michniewicz, P.E., PTOE  
NYS DOT

## DIRECTORS

Taylor Brown, P.E.  
JMDavidson

Karen Hoak  
Erie County DPW

Jason LaMonaco, P.E.  
City of Tonawanda

Garret Meal, P.E.  
Niagara County DPW

Joseph Nemmer, P.E.  
GPI

Jill Sawyer  
LaBella Associates

Daniel Seider, P.E.  
Erie County Water Authority

Chelsea Spahr, P.E.  
City of North Tonawanda

## STATE DELAGATES

Deborah Izatt  
GPI

Ken Kostowniak  
Town of Orchard Park

## EXECUTIVE BOARD MEETING – MINUTES

April 9, 2026, 3:30 PM

The Grill at the Dome, 175 Brompton Rd, Tonawanda

### ROLL CALL:

- A. Present – Cati Knab, Dave Britton, Jennifer Michniewicz, Taylor Brown, Jason LaMonaco, Joe Nemmer, Jill Sawyer, Dan Seider, Deb Izatt, and Ken Kostowniak
- B. Absent – John Story, Karen Hoak, Garret Meal, and Chelsea Spahr

### SECRETARY'S REPORT:

- A. Approval of Agenda
  1. Agenda modified to reflect venue and date change.
  2. Motion to approve agenda made by Jill, seconded by Taylor, unanimously approved by the Board.
- B. Approval of February 25, 2026 Minutes
  1. Motion to approve minutes made by Jason, seconded by Dan, unanimously approved by the Board.
  2. Review of Action Items – there are no **outstanding** items!

**TREASURER'S REPORT** – John provided his report via email. He noted that there are deposits from BIBO that are outstanding and he has yet to move the \$3,000 from the Vanguard account to the checking account, which was approved at the February 2026 Board meeting. In John's absence, Dan provided a check to Jill for the Award Banquet and Taylor provided a check to Jill for BIBO attendees. **Jill** to pass these checks on to John. Motion to approve the Treasurer's Report made by Jill, seconded by Taylor, unanimously approved by the Board.

### COMMITTEE REPORTS (Refer to Committee List at the end of these minutes):

- A. Audit – No Report.
- B. Awards – No Report.
- C. Student Liaison – Jason has tentatively set the date for the "Day in the Life of an Inspector" presentation to the ECC Student Chapter by Chris Freese from Nussbaumer & Clarke as April 30. Jason will get photos of the presentation and do a writeup for the next edition of the Branch Bugle. Jason will get resumes from ECC students for inclusion the Bugle.
- D. Membership/Email/Public Relations
  1. Member list – Cati updated the member list with some recent additions/renewals and a few dropouts.
  2. APWA Western Branch Bugle (Newsletter) – **Jill** will target the next edition for sometime after BIBO and before the golf tournament. Topics include:
    - April meeting recap – photos and write up from **Joe**
    - ECC meeting recap – photos and write up from **Jason**
    - Scholarship recipients – write up from **Jason**
    - BIBO recap – photos (including presentation of scholarships) and write up from **Taylor**

- Save the date for Golf Tournament – writeup from **Jill**
- DPW spotlight – writeups to be prepared and sent to Jill to draw from as needed from:
  - **Taylor** – Buffalo Sewer Authority
  - **Joe** – Mark Burr from Cattaraugus Co
  - **Ken** – Orchard Park
  - **Jason** – City of Tonawanda (to be done at a later date since Jason is already slated to do two writeups for the next Bugle)
- 3. LinkedIn/Social Media/Branch Webpage – **Cati** to post information about BIBO on LinkedIn. **Cati** to send email to membership with 2026-2027 Western Branch Roster thanking those who voted.
- E. Nominating – Election results are in and all those who were up for (re)election won. **Jennifer** will update the Board Roster and Committee Assignments to reflect the results.
- F. Scholarship
  - 1. There is no set Scholarship award process or financial budget. This allows the Scholarship Committee flexibility as needed based on the applications.
  - 2. Five applications were received. The Board discussed at length the applicants and their history with past applications, as well as potential award recipients and amounts.
  - 3. The **Scholarship Committee** will use the Board discussion to come up with a final suggestion for Board approval.
  - 4. As noted in the Treasurer’s Report above, \$3,000 has been approved for transfer from the Vanguard account. Depending on the award amount(s), **Jason**, as Committee Chair, will coordinate with John to see if more should be transferred.
  - 5. Scholarship recipients will be formally presented with their award at BIBO.
- G. State & National – State Conference debrief
  - 1. Generally there was good feedback from attendees and vendors.
  - 2. Vendors liked the social activity with the vendors since it gave them a lot of exposure, but the balance of the conference did not.
  - 3. The Construction Inspection track was highly successful, and there have been discussion about rolling out portions of it at the Branch level.
  - 4. The Conference continues to be a lot of work. **Dave** will work with Jolie on how she can mentor someone (or several someones) to help.
- H. Young Professionals
  - 1. Taylor is working on organizing a YP development training class with a happy hour to follow. It is hoped that if there is a YP event that is more than just a social activity, there will be more of an appetite for YPs to attend as well as their supervisors to approve their attendance.
  - 2. Jill and Cati filled Taylor in on an idea they had for a panel discussion to talk about the “business of engineering.” Topics could include things like how to write a proposal, how to establish billing rates, etc.
- I. Golf – No Report.
- J. BIBO
  - 1. Sponsorships are coming in and so far over \$3,000 has been pledged.
  - 2. There are only a few attendees signed up so far. Only one person has signed up for the post-BIBO golf outing Dave is organizing. There is limited response to the ROADeo. **Jill** will send an email blast to Contractors using contact info from the Awards Banquet.



3. Past Board meetings mentioned the possibility of using a shelter within Beaver Island Park. The closest shelter is unavailable, and so a tent must be rented. Other rentals are ongoing.

#### OLD BUSINESS

- A. BEAM Bowling – A good time was had by all!
- B. Western Branch Logo – The logos have been updated. **Jill** will send the Board a link to the Google Drive where the Western Branch logo is located. **Jennifer** will update relevant materials like letterhead.

#### MEMBERSHIP MEETING SCHEDULE:

- A. At Western Branch meetings that include a PDH, stickers are prepared and given to attendees after the meeting. At the State conference, a stamp is used instead. **Dave** will look into this at the State level and see if he can get the Western Branch a similar stamp.
- B. Cati noted that when she sent out a recent announcement for a membership meeting with PDHs for engineers, someone from GBNRTC offered to get it approved through AICP for planners. The Board agreed this was a good way to increase attendance. **Cati** will “follow” AICP on LinkedIn to encourage this. **Ken** will do something similar to get continuing education credits for water engineers.
- C. Refer to table on next page

NEW BUSINESS: None

NEXT MEETING: May 6, 3:30pm at The Grill at the Dome.

ADJOURN: Motion to adjourn made by Taylor, seconded by Jason.

Date & Time	Venue	Event	Organizer	Comments
May 2026, lunchtime	TBD	Twin Cities / PEL	Chelsea Spahr	C&S to present
May 21, 2026	Beaver Island	Beaver Island Breakout (BIBO)	Taylor Brown	
June 3, 2026	TBD	NFTA Retaining Wall	Cati Knab	McMahon & Mann to present
August 4, 2026	Chestnut Hill 1330 Broadway, Darien Ctr	BEAM/APWA Golf Tournament	Jill Sawyer/Dave Britton	
Early fall 2026	Niagara Falls Park Pavilion	Niagara Falls State Park Welcome Center	Jill Sawyer/Dave Britton	Event to include a cookout
Early fall 2026	North Tonawanda Trails	Bike Tour	Taylor Brown/Chelsea Spahr	Could be made to be PDH eligible
TBD	TBD	Presentation(s) from past Branch/State Award winners	Dan Seider	
TBD	TBD	Other presentations/tours of DL&W projects	TBD	November 2025 tour went over 5 projects at the terminal in various stages that could be future events