

APWA High Desert Branch Board Meeting Minutes

June 16, 2026

Prepared by: Jose Ascencio, Vice President

Attendees

Board Member	Position	Attendance
Nick Godin	President	Present
Jose Ascencio	Vice President	Present
Candice Vander Hyde	Secretary	Absent
Nicole Jones	Treasurer	Present
Sheila Niebla	Director	Present
Amalia Marreh	Past President	Present
Stephen Carrillo	Director	Present
Rosa Elias	Director	Present
Brian Glidden	Director	Present
Stephanie Mejia	Director	Absent
Robert Wagner	Director	Absent

1. Welcome and Introductory Remarks – NICK

Call to Order: 12:05 p.m.

2. Approval of May Board Meeting Minutes

MOTION: Amalia moved to approve the May Board Meeting Minutes.

SECOND: Jose

MOTION PASSES UNANIMOUSLY (7-0-4)

3. Treasurer's Report – NICOLE

- End of Year report Due 7/15/2026.
- Check of \$1,000 to Golf Tournament Guy is past due needs payment to finish 2025/2026 budget.
- Check of \$560.54 to cover 2025 holiday party expenses needs payment to City of Palmdale to finish 2025/2026 budget.
- Payment to March General Meeting caterer must be completed to finish 2025/2026 budget.
- Bank Balance: \$76,891.15

ACTION ITEM: End of Year Report for Branch to be started. 2025/2026 budget requires a few transactions to be completed before reconciliation. 2026/2027 budget needs to be finalized.

4. Old Business

a. March Luncheon Review – NICOLE

- Nicole to follow up with Caterer for invoice.

ACTION ITEM: Nicole to request caterer invoice and render payment. This needs to be finalized before 2025/2026 budget submittal.

b. Holiday Party Budget

- Budget reconciled during May 2026 meeting. City of Palmdale is awaiting payment for 2025 Holiday Party expenses.

ACTION ITEM: Sheila to contact Robert Wagner for email requesting payment. Then Nicole can make payment of \$560.54.

c. Golf Tournament Budget

- 2025 golf tournament budget expense requires an adjustment to make payment on remaining \$1,000 to Golf Tournament Guy.

MOTION: Sheila proposed adding \$1,000 to cover the expenses of the golf tournament budget.

SECOND: Brian

MOTION PASSES (7-0-4)

5. New Business

a. May General Membership Meeting Review

i. Presenter was Tiger Eye an AI consultant for public works infrastructure assessment.

- Amalia stated great meeting overall. Good attendance. Enjoyed the presenter. A lot of interest from public works attendees.
- Electronic payment needs to be coordinated prior to meeting. Making sure a person on site to take payment.

ACTION ITEM: Next meeting designate someone to receive payment. Person must have the appropriate account access and hardware to collect payment.

6. Committee Updates

a. Scholarships – BRIAN

i. Would like to provide a higher scholarship fund in 2026/2027

- Reconcile 2026/2027 budget to help answer this question

ACTION ITEM: Jose to meet with Nicole to determine golf tournament budget.

b. Awards – CANDICE

Absent

c. Communications/Membership – STEPHANIE

Absent.

d. Bylaws – JOSE

Still working on edits.

ACTION ITEM: Insert section on neglect of responsibilities. Provide redlines.

e. Finance Committee – STEPHEN

February 2026 was reviewed with no comments.

March 2026 provided by Sheila. April 2026 and May 2026 have no transactions reported by Sheila.

f. Audit Committee – AMALIA

- March 2026 reports received. Two (2) pending payments Golf Tournament Guy January and March General Meeting Caterer.
- April 2026 and May 2026 no transactions as reported by Sheila.

g. Golf Tournament – JOSE

- Committee had its first meeting. The current goal is to finalize sponsorship pricing and sponsorship packages. Goal is to send out invitation to sponsors in July 2026.

ACTION ITEM: Jose will meet with Nicole to see what the HD Branch budget needs in addition to scholarship funds to aid in setting prices.

7. Other Topics

a. Next General Membership Meeting

- **Meeting Date: September 15, 2026**
- Location: Palmdale

b. Attendance Records

- Jose reported that the SoCal Chapter Bylaws (Article VI Section 12) state that neglect or inability to perform duties as determined by the Board, can be reason for a motion to vote on removal. The Board is then responsible to fill the position (Article V Section 3). General membership votes are not needed.

ACTION ITEM: Jose will insert a section to mirror that of the SoCal Chapter within the High Desert Branch Bylaws.

c. Events Committee

- Brian mentioned the possibility of creating an events committee to aid in planning and executing the General Membership Meetings and the end of the year Awards Ceremony. To be on going discussion. Rosa volunteered to be chair of the committee if created.

D. Future of Committees

- Amalia mentioned the need to start recruiting and identifying new board members to help fill future gaps on the board.

- Specifically recruit someone to represent the City of Victorville to join the board.

ACTION ITEM: Nick to reach out to City of Victorville staff for recruitment. All board members to make an effort in recruiting.

8. Look Ahead / Hot Topics / Things to Remember

Next Board Meeting: August 18, 2026

Meeting adjourned: 12:58 p.m.

The foregoing shall be considered confirmed unless clarifications or amendments are submitted within seven (7) calendar days.

Action Item Summary

Action Item	Responsible Party	Due Date
Reconcile records, transfer files, and compile revised budget increases	Sheila	July 1 st , 2026
Email Robert Wagner at City of Palmdale for 2025 Holiday Party expenses.	Sheila	ASAP
Request caterer invoice and render payment	Nicole	ASAP
Render payment for The Golf Tournament Guy	Nicole	ASAP
Render payment for City of Palmdale 2025 Holiday Party expenses	Nicole	ASAP
Finalize HD Branch budgets for SoCal submission	Nicole	July 15 th , 2026
Finish sponsorship packages and pricing	Golf Committee	July 6 th , 2026
Prepare scholarship budget proposal	Scholarship Committee	Before Fall Elections
City of Victorville Rep.	Nick	Before Fall Elections
Submit amendment redlines	Jose	ASAP