

Trustee Meeting Minutes
Pacific Northwest Section – American Water Works Association
Hyatt Regency Hotel – Bellevue, Washington
Tuesday, April 28, 2015

Trustees Present: Chair Jason Canady; Chair-Elect Randy Black; Treasurer Marshall Thompson; AWWA Director Brenda Lennox; Past Chair Chuck Kingston. Trustees present: Todd Heidgerken, Lacey Goeres-Priest; Brad Taylor; John Roth; Dan Kegley; and Jacki Masters.
Staff Present: Executive Director Kyle Kihs

Call to Order

The Spring Meeting of the Pacific Northwest Section – American Water Works Association was convened by Chair Jason Canady at 9:30 a.m. in the Cedar Ballroom of the Hyatt Regency Bellevue, Washington.

Chair's Report – Jason Canady

Chair Canady stated he is looking forward to a great conference and urged the trustees to make a particular effort to engage with new members.

Executive Director Report – Kyle Kihs

Mr. Kihs reported on the Section meet and greet to be held at ACE on Sunday, June 7, in Anaheim, California at the House of Blues in Downtown Disney.

He said the first ever Trustee retreat is scheduled for July 16 and 17 at Skamania Lodge. A facilitator has been engaged to lead the retreat.

He also complimented the local arrangements committee for the great work in staging the Bellevue conference.

Association Director Report – Brenda Lennox

Ms. Lennox introduced and welcomed new AWW staff member Terry Walters, former director of the non-profit US Tennis Association. Mr. Walters responded with thanks and some background information. She welcomed Nancy Sullivan of the AWWA staff and said that AWWA visiting dignitary Lela Perkins is unfortunately ill and could not attend the meeting but she hopes to participate later in the conference.

She noted that recruitment is under way for a replacement for Tom Curtis of the DC office who is retiring on July 5. Drinking water week is May 3-9, and will include an AWWA scholarship fundraiser with several local efforts planned. "Dress Down for Drinking Water Week" is another scholarship fundraising promotion.

Webinars are now available on the Section Services page of the website.

AWWA continues to focus on branding (PNWS has transitioned), Communications (gathering information from Sections on how to meet member needs), Education, Finances, and Membership (staff is working on a new model which will be presented for a vote in June).

There are efforts in several states to pass new legislation on sole procurement which would require that low bid is the only qualification for award. These efforts have been defeated so far.

The WRF/WERF consolidation webinar scheduled for May 5 will be rescheduled.

AWWA Council Chair terms will be realigned, with the goal of 2 turnovers per year. ACE will be hosted as follows: 2016 - Chicago; 2017- Philadelphia; 2018 - Las Vegas; 2019 - Denver; 2020 - Orlando.

She noted she will be running for President Elect against Sandy Smith from Georgia, with voting results to be announced in January 2016.

Regarding the India Office, a firm has been hired to assist with presence in India, will provide staff and Executive Manager for the first year. The new Manager is to be announced and introduced at the ACE conference.

Nancy Sullivan talked about the AWWA 2020 effort to work with association and sections on certain particular issues including branding, education, and communication. They would like to bring AWWA purchasing power to sections for logo items. There is discussion of streamlining the membership process; a consultant has said that the AWWA model is a hybrid model and on the cutting edge of a membership model. She encouraged everyone to attend ACE in Anaheim.

Treasurers Report

Marshall Thompson referred to the report which was presented in the meeting materials packet. He reported on the cyclical nature of expenses for the organization and reported that the strategy to move from CDs to mutual funds has resulted in an improved rate of return. The E&T fund has had positive growth over time. He stated the Profit and Loss statement with total adjusted net income for 2014 is much stronger than anticipated. He suggested that modulating cash flow would be desirable. Transitions for 2015 include a new Budget Chair, online accounting software, tighter margin for the Bellevue conference, and new expenses such as the Board retreat. These should be easily absorbed. Net income for 2014 excluding designated funds was \$190,095.

There was general discussion on reasons and potential solutions for dealing with the cyclical nature of expenses. Some long and short term assets are co-mingled, Water for People closes their books in October, large events take place at the beginning of the year with smaller events later. Reserve fund for sections is in place and annual conference net income cannot be accurately predicted. Mr. Thompson noted although last year was a good year financially, the organization should still be mindful of carefully expending funds and be driven by what's best for members and the mission.

Budget Committee Chair

Jeff Lundt referred to the budget report provided to Board via e-mail. He cautioned that it is early to be too positive about the bottom line until all conference expenses and revenue numbers are in. He suggested a financial post-mortem on the conference budget should be scheduled to get a better understanding of the differences between budget and actuals.

Consent Item

Action:

Motion by Chuck Kingston to approve the Winter Trustee Meeting Minutes as written was seconded by Dan Kegley. Motion was approved unanimously.

Approval of Slate of Candidates for 2015

Chuck Kingston reviewed the slate of candidates provided by the nominating committee.

Action:

Motion by Todd Heidgerken to approve the recommended slate of candidates was seconded by Lacey Goeres-Priest and motion carried unanimously.

There was further discussion resulting in discovery of errors in the slate presented to the Trustees. Mr. Kingston read the corrections which included misspelling of Pierre Kwan's last name and replacing Ladonne Harris with Kevin Boggs as in the At Large category.

Motion by Jacki Masters to strike previous motion was seconded by Todd Heidgerken and carried unanimously.

Motion by Todd Heidgerken to adopt amended slate of candidates as follows was seconded by Dan Kegley and carried unanimously.

Slate of Candidates:

Chair: Jacki Masters; Brad Taylor; Dan Kegley

OR/ID: Max Woody; Chris Young; Pat VanDuser

WA: Ronda Farmer; James Dean; Pierre Kwan

At Large: Stephanie Raddatz; Kevin Boggs

Pacific Northwest Clean Water Association Memorandum of Understanding

Mr. Roth noted that the Association is always looking for opportunities to collaborate and in that spirit, recommends renewal of the Memorandum of Understanding with PNCWA. Mark Polling, PNWS Liaison and Shannon Ostendorff, chair elect for PNCWA were present to make a brief statement and answer questions. Anticipated collaborations include joint training, particularly in leadership and technology, and similar committees from each organization working together.

Action:

Motion: Randy Black moved to adopt the Memorandum of Understanding with the Pacific NW Clean Water Association (PNWCWA) as presented (with correction of typographical error). John Roth seconded. Motion carried unanimously

Motion: Randy Black moved to appoint John Roth as liaison to PNCWA for two years. Todd Heidgerken seconded. Motion carried unanimously.

Recess

The meeting was recessed at 10:28 for the purpose of a break and to sign the Memorandum of Understanding. The meeting reconvened at 10:40.

Amendment to ROP

Brad Phelps reviewed proposed amendments to the ROP. These include codifying a policy to maintain a 30% reserve fund balance for the purpose of having a reserve for a dire need such as paying for a Section conference with no attendees. The amount would be 30% of the total amount of expenditures for a section conference. Other housekeeping items are included such as a change in nominating committee verbiage.

Action

Motion by Brenda Lennox to approve proposed amendments to the ROP as presented. Dan Kegley seconded. Motion carried unanimously.

Section Official Pricing Policy for Training

Randy Black introduced the item regarding a policy for pricing for training. A differential is proposed which would result in different registration costs for members and non-members with members receiving a set discount as follows:

Fee	Discount
1-30	\$10
31-50	\$15
51-100	\$25
101-150	\$40
151-200	\$50

After discussion, it was agreed that this is guidance to subsections for training and that each subsection can make decisions on student pricing, which is not addressed. It was noted there are many scholarship opportunities as well for students. Mr. Kihs stated this will be communicated to the membership at fall and winter trainings.

Action:

Motion by Jacki Masters to approve the proposed pricing policy. John Roth seconded. Motion carried unanimously.

E&T Fund

Bob Willis reported a balance of over \$700,000 in the Education and Training Fund. The Fund Board has regular conference calls with the financial manager. The fund gained 4% this year. Between \$15,000 and \$16,000 has been provided to the scholarship fund this year. He also referenced the activities of the philanthropic program of AWWA.

2015 Bellevue Conference Local Arrangements Committee

Alex Gancheva stated that more registrations than reported so far are anticipated, graphics and signage look great, and an information booth staffed by volunteers has been set up near the registration table to help attendees set up the phone apps and whatever else is needed. There is a strong emphasis on paperless participation. All speakers are confirmed and maps and brochures are at the information booth as well as all hotels.

MSC Committee

Kristin Young reported that planning has gone very well. The 105 booths were sold out early and this year has seen more sponsors come forward than in the last several years, with latte cart and smart phone banner sponsors very popular. Changes this year include no hospitality suites and no beer and brats event. Placing most events in the vendor hall will make for good high energy and vendor visitation is highly encouraged. It is estimated that booth sales equate to \$10,500 for the E&T Fund.

Program Committee

Chris Young and Cheryl Capron said the conference program is ready to go and just waiting for the attendees to arrive. They expressed thanks to all who assisted. The abstract process went smoothly this year and will be repeated next year. The committee is beginning to plan for Boise and will gather as much input as possible on what people want to see next year. Information on the committee is being uploaded to the committee web page. Plans for the Boise conference may include a wastewater track.

2016 Boise Conference Local Arrangements Committee

Camille Cegnar reported that the committee has come together, and will have a great booth at the Bellevue conference. A potential Fun Night activity in Boise will be a block party on a closed street with a band and other activities. They are looking for a great keynote speaker and will start working on the budget in May.

Membership Committee

Pat Van Duser announced the committee was awarded a \$500 prize for attracting more members than anticipated. He discussed the importance of the youth movement for the future of the Association and has been working with Portland State University to get young people involved. The overall membership goal of 2,601 has been exceeded, with 2,616 current members. He noted that the committee needs to also focus on retention strategies.

Young Professionals

Jennifer Garbely reported on the scavenger hunt, venue hosts and sponsors. She stated that there are 11 nominations for the Pioneer Award and that 16 scholarships have been awarded to the conference. Committee members attended the national YP summit in Austin, Texas and the committee is planning a section summit scheduled for November 6.

Idaho WARN – Marshall Thompson

Marshall Thompson referred the written report and stated the unit is very health and active, has quarterly meetings, and 20 full and 38 associate members. They are working with Idaho Homeland Security and other WARN groups.

Recess

The meeting recessed at 11:55 for lunch. The meeting was reconvened at 1:18 p.m.

2019 Conference Location: Vancouver, WA

Tyler Clary reported on new waterfront development in Vancouver, Washington, which would impact the potential 2019 conference venue in a positive way.

Action:

Motion: Randy Black moved to designate Vancouver, Washington, as the site for the 2019 Conference. Brenda Lennox seconded. Motion carried unanimously.

Customer Service Committee

Tonya Reiss reported that losses to committee leadership have slowed things down but will ramp up again in the Fall. Ms. Lennox stated that \$25,000 from the TEC Council has been received to update the curriculum and it is hoped that additional trainers will be certified at the end of that effort. Ms. Masters stated there are trainers across the country who are active and wish to make the course relevant for field personnel. She hopes to have a good update at the Fall Trustee meeting. Ms. Reiss stated the course is scheduled for Moscow, Idaho this fall and the committee is working on a track for the Boise Conference.

Water Resources

John Lambie said the committee has lost Justin Iverson but has a smooth transition plan and is developing stability. A revised webpage is on line. More relevancy for engineers and planners will be addressed with the key being resiliency in water resources. The committee is trying to be less Portland-

centric. Three tech sessions are available at the current conference and the committee welcomes input on topics.

Distribution Committee

Doug Schlepp stated the committee has jointly sponsored a small systems track. Vice chair Bill Reynolds presented TCC basic water workshop in cooperation with the King County subsection and co-hosted a water loss control class. The committee is particularly interested in support for small systems. There will be changes in the committee leadership.

Water Quality

Anna Zaklikowski reviewed conference activity, noting the best tasting water competition will take place at lunch on Thursday, with the winner to receive \$825 to attend ACE. A March 5 workshop on strategic communications for water quality issues attracted 80 people and netted \$5,000. Kyle Thompson will take over as Chair.

Subsection Advisory Council

Tonya Reiss stated that two teams each will compete in Gimmicks and Gadgets, Meter Madness and Tapping but there are no contestants for Top Ops. Promotion and ideas for competitions are under review. She also reviewed changes to the committee officers.

Kitchen Committee

Teddy Beckman arrived at 2:05 to distribute items from the Kitchen Committee.

Trustee Work Team Reports

Marshall Thompson

Audit: The Audit Committee Chair is retiring. More participation is being sought from Washington subsections with good results.

Budget: All is going well, with a slight scheduling issue for Ken Johnson, who can only attend one meeting per year (Fall budget). Changing budgeting process is alluded to in the Treasurer's report.

Randy Black

Committee Chairs: new committee org charts have been distributed with some minor changes.

Ad-Hoc Committees: with John Roth liaison to the PNCWA committee, this can probably be changed from ad hoc status and plugged into the committee structure.

Strategic Planning: strategic objectives for PNWS as printed on table tents today. The Chair needs to make sure that as a board we are always reminding ourselves of these.

Public Officials: conference track has been put together for Thursday.

Personal Leadership: recently held A Women in Leadership event. The Committee is doing well and planning to develop a track for the Boise conference.

Brenda Lennox

National Association Awards & Review: a spreadsheet with all awards, deadlines and nomination timing will be ready for next year.

Idaho, OR, WA Water Utility Councils: reports have been received, and all were represented at the fly-in. The Councils are self-sufficient.

ORWARN, IDWARN, WAWARN: reports were received from each state. There is an effort to generate more interest in Washington and some concern about the website being at risk if there is not support from City of Yakima.

Chuck Kingston

Nominating: noted the organization is fortunate to have so many willing to take next leadership step.
Past Chairs: slate of recommended candidates has been approved. Todd Heidgerken is still working with the 30 boxes of archival material.

Scholarship: Dave Leland and the Committee worked to find \$24,500 for 8 scholarships. There were 29 applicants for the scholarships.

E&T Fund: report received this morning.

Dan Kegley

Training Coordination: Meets at least monthly and looking a pricing structure for web classes. Now developing outreach for developed classes (Math for Operators, Chemistry for Operators).

Distribution: already reported

Conference Program: already reported

Conference Local Arrangements: already reported.

Brad Taylor

Water Treatment: report was received late. Committee is actively involved in supporting two tech sections and tour of Tacoma Water this week.

Research: Committee has grown. Upcoming workshops on aquifer recharge and recovery scheduled for Hillsboro, Kennewick and Boise.

Young Professionals : already reported.

Engineering: Supported Engineers Week in WA and OR. Event held at Tualatin with a tour of the new reservoir attracted many young professionals. Has been creative in terms of leveraging with other committees.

Todd Heidgerken

Historian: Still struggling with archives, some samples have been scanned. There is need to establish criteria for review of the contents (from this board and past chairs). Then boxes and be purged and scanning will be an option. A survey will go out soon with suggested criteria for review. (Suggestion that some facility photos may be used for a slideshow in the future)

Safety Committee: providing asbestos pipe classes.

Water Resources: report presented.

Public Information: worked with students on getting millennial feedback.

John Roth:

Water Conservancy Board: Retirement will bring changes to committee leadership

Manufacturers and Suppliers: reporting late

Water Quality : already reported

Small Systems: focus on financial training presentation.

Jacki Masters

Utility Management: struggling at this point, trying to put together training for mid-level supervisors who want to move into management.

Subsection Advisory Council: already reported

IT & Web Site : report in packet, looking to expand committee and branch into different types of IT

Membership: already reported

Lacey Goeres-Priest

Customer Service : already reported.

Water for People: change in officers starting at this conference. Portland gala netted \$16,000. Silent

auction is scheduled for Thursday & Friday in vendor hall. Other events include Leavenworth “beer for water” etc.

Water Conservation: working on technical training.

Publications: deadlines have been set for article submissions for next four quarters

Chuck Kingston noted this will be his last meeting. He stated he wants to make sure that utilities and employers are thanked for supporting participation in PNWS-AWWA.

ADJOURN

There being no further business, the meeting was adjourned at 2:56 p.m.

Minutes prepared by Pam Kolacy MMC