



American Water Works Association Pacific Northwest Section

PNWS-AWWA FALL TRUSTEE MEETING MINUTES

THURSDAY AND FRIDAY, OCTOBER 6 AND 7, 2016

Call to Order

The meeting was called to order at 9:15 a.m. on Thursday, October 6, 2016, in the Marie Antoinette Room of the Davenport Hotel in Spokane, Washington by Chair Lacey Goeres-Priest. Also present: Chair Elect Dan Kegley, Past Chair Randy Black, Trustees James Dean, Jennifer Garbely, Jeff Lundt, Stephanie Raddatz, Mike Whitely, Chris Young, AWWA Director Kari Duncan, AWWA President-Elect Brenda Lennox and Executive Director Kyle Kihs.

Chair's Report

- Chair Goeres-Priest noted she has asked committee representatives to address 2017 budget issues and succession planning in their reports. One of her goals is to identify people for leadership roles and make sure information and training is available to help them succeed.
- Committee officers were thanked and urged to use Board liaisons for resources and assistance going forward.
- Board Strategic Planning Session in July included an overview for new trustees, evaluation of board responsibilities and discussion on how to make the Board effective in carrying out these responsibilities in the long term.
- Membership survey was created and distributed to gather feedback for the Board, particularly regarding Board communication and transparency. All who complete the survey will have the opportunity to win a full registration to the Kennewick conference.

Association Director Report – Kari Duncan

- Lead issues continue to be an important discussion topic.
- Currently over 50,000 members with 1100 international members. AWWA office in Mumbai, India serves 135 members.
- AWWA 20/20 vision is different from PNWS 20/20 and need to keep these separate. PNWS is a workforce initiative; AWWA is an effort to strengthen business relationships between AWWA and the sections. Key objectives are communication, education, branding, and finance.
- Board approved AWWA Strategic plan in June, a 3-5 year cycle emphasizing membership engagement and development, organization stewardship, knowledge exchange and water stewardship.
- Philanthropic efforts and Water Equation. Matching funds of \$500 - \$1,000 are offered for a professional operator scholarship. This is similar to matching funds offered by PNWS years ago and is an example of how PNWS has a leadership role within AWWA.
- Community Engineering Corps – a great new effort and another example of PNWS leadership. This effort is focused on the US and putting time and expertise into projects that benefit some water systems in great need.
- ACE in Chicago had 13,000 attendees.
- Update to utility and service provider membership model which simplifies without eliminating benefits.
- Current Treasurer Marshall Thompson's name has been submitted as a candidate for AWWA Director at Large.

AWWA President-Elect Comments – Brenda Lennox

- As of Thursday, three candidates have been submitted for the Director at Large position. Having Marshall Thompson elected would give PNWS a very strong presence on the Association Board.
- Water Equation is a very strong philanthropic effort aimed at furthering education in the industry. Recognition and regard for professional operators shows a commitment to professional level of

service. Three of the pinned operators this year are from the Northwest and there are only 73 in the nation.

- Challenged members to sponsor student memberships and pledged to sponsor three.
- Legislation passed in both House and Senate and bills need to be reconciled; Water Utility Council chairs are following this as well. Information is available from AWWA.

Executive Director Report – Kyle Kihs

- Strategic Planning meeting had much discussion about how members become Trustees and other leaders. Board and staff will be undertaking more thorough communication for those who are interested in leadership roles. Documents including job descriptions and desired skill sets for trustee candidates will be posted on the website. Rules of Procedure do provide a process for an individual to bring his/her name forward to the ballot outside of the nominations committee procedure.
- The Board will be approving upgrades and changes to website during this budget process. 20/20 and Veterans Initiative, Professional Operator certification and Community Engineering Corp will all have a bigger presence. Site will provide a spot where college students can post resumes for potential employers to review for interns.
- There will be no section meet and greet at ACE in Philadelphia in 2017; the Section instead will be supporting the passing of the gavel to Brenda Lennox; attendees are encouraged to attend on Wednesday evening.
- Kennewick Conference registration goes live on January 3.

BUSINESS ITEMS

Spring Meeting Minutes

Motion: Kegley moved to approve the Spring meeting minutes. Seconded by Dean. Motion carried unanimously.

Cascade to Coast Subsection Bylaws Inland Empire Subsection Bylaws

Lundt noted he has questions regarding both sets of bylaws and requested tabling the items until tomorrow morning so that he can get clarification. There were no objections and the items were tabled until Friday morning.

Budget Overview – Jamie Porter

- Pierre Kwan has joined the budget leadership team so there is depth as Mr. Porter is a nominee for Trustee in the coming election.
- Section general fund (unrestricted) is \$313,886
- General fund budget for the entire section shows expenses exceeding income by about \$28,000 which can be made up from the reserve with the reserve maintaining its approved ratio.

Community Engineering Corp (CEC) – Lynn Williams

- Williams has been PNWS liaison for about a year, meets monthly with 10-20 participants.
- Question regarding place of CEC in organizational structure – where to store materials and documents. CEC has crossover with several other committees (Engineering, YP, Water Treatment) so at this time suggests that ad hoc committee status makes most sense.
- Liaison Whiteley noted that after several conversations about structure and how organizing under an existing committee might be logistically cumbersome for parent committee, decision was to determine if there is Board support for ad hoc status or for another form that hasn't been considered.
- Noted that ad hoc committees are usually short term but this effort will be longer term.
- Williams stated that people are stepping up to leadership roles; besides potential committee officers there will be more leadership opportunities related to projects.

- Lennox noted the CEC effort at AWWA level will be long term and part of the philanthropic effort similar to Water for People, with vision they will grow and be retained by AWWA.
- **After discussion, general agreement of support to establish long-term CEC committee with recommendation for Williams to bring plan, goals and budget in written form to Winter Trustee Meeting so the effort can be formalized.**
- Williams was advised to seek support from liaison Whiteley and Executive Director Kihs prior to Winter meeting regarding organizational and outreach issues. Limited budget impact is expected with potential grant funding but a budget amendment could be adopted if necessary.

COMMITTEE REPORTS

Oregon Water Utility Council – Suzanne Delorenzo

- WUCs do not post meeting locations because much of their discussions regard litigation but contributors to the group do have a robust presence.
- Municipal water rights extension fix is high priority for the governor's office.
- For the first time in many years there is no municipal representation on the water resource strategy group, hope to convince the leadership this is important.
- OWUC is hosting the Fall 2016 TriWUC meeting in Portland and will be joined by AWWA legislative staff.

20/20 Vision/Veterans Initiative – Julie Smitherman and Loren Searl

- Kevin Wyckoff represented the committee and referred to written report. Highlights included first annual full day YP summit; outreach kit for use at career fairs and other events; events toolbox for YP with guidance on hosting events; a career fair kit including veteran's brochures. All documents are easily downloaded from the website.
- Membership goals has been revised from 1000 to 500; seeking mentorship coordinator and already have four mentors on board.
- Continuing to improve outreach efforts, and encourage new members to get involved locally; working with YP to improve Facebook presence and planning surveys.
- Liaisons will reach out to subsection presidents, can be included in winter training. Want to get local individuals responsible for outreach to individual schools.

2016 Boise Conference – Camille Cegnar

- Attendance and participation in competitions in Boise exceeded expectations: 5 Tapping Teams, 11 Meter Madness competitors, 9 Best Tasting Water Contest entrants and 3 Top Ops teams. Winter training apparently helped to increase participation.
- Conference attendance topped 800 and resulted in record income of \$141,000.
- Conference survey had good response, Board is encouraged to consider modifying the banquet schedule. Comments indicated banquet was too long and spreading awards out at other events might help.

2017 Kennewick Conference – Pat Everham

- Committee meeting monthly, have logo and beginning to market.
- Looking at opportunities to increase income for registration fees and other scenarios.
- **Chair Goeres-Priest noted that a change in conference fees is being considered by the Board and asked for discussion**

Motion: Motion by Black to raise conference registration fees by \$10. Seconded by Kegley

Those speaking in favor cited: fairness to committees and ability to meet expenses; current conference registration rates are below comparables; incremental increases are easier to deal with than sudden significant increase after several years; 2017 budget as forecast is projecting a loss; potential to offset registration increase with more publicity of scholarship opportunities.

Those speaking opposed cited: burden on small entities; 2017 budget reserve still within adopted ratio (30-60%) without registration fee increase so perception of “loss” is not completely accurate; fewer CEUs being offered; expectation of high attendance.

Vote: Motion carried, 5-4

Manufacturers, Suppliers and Consultants Committee – Kristin Young

- Vendor hall space again has room for 100 vendors, will host dining for 200 for Water for People.
- Detailed sponsorship opportunities similar to last year.
- Kennewick venue does not support typical scavenger hunt format; instead will have first annual “treasure hunt” PNWS GO! using smart phone app. Not limited to YPs but every attendee can participate. Sponsorship opportunities are outlined in written report.
- Young will continue as committee chair so vendors will have continuity; potential conference planning changes may impact committee structure.

Water for People – Kristin Young

- Funding goals has been exceeded with \$100,000 anticipated and nearly \$130,000 raised as of September.
- One new event in 2016 – Whiskey for Water in Seattle.
- Succession planning – Camille Cegnar has joined Committee; Ronda Farmer is vice-chair, will succeed to chair next year pending Board elections. If Farmer is elected, Young will stay on as co-chair for another year.

RECESS

The meeting was recessed at 10:45 for a break. Meeting was reconvened at 11:00

E&T Fund – Bob Willis and Bob Ward

- The fund continues to do well with a current balance of approximately \$776,000 with \$525,000 principal and \$250,000 retained earnings representing a growth of about 5% this year. Earnings are \$50,000 more than projected.
- A revised budget has been provided showing \$25,000 in donations in 2017.
- Strategic plan has changed with a goal of \$1 million by 2020; this depends on increased donations and participation from the Board and sections will be essential.
- Amount transferred for scholarships is substantially different if 3-4% of principle rather than 2-3% is transferred.
- Succession: group operating the fund has been together since 2002 and managed fund through 2 catastrophic recessions. All are highly competent and no change is suggested. Board has draft of the update to rules of procedure and strategic plan. These should be ready for Board action at the Winter meeting.
- Goeres-Priest noted that Trustee Kegley will be working with the committee to finalize the charter document, and the Board hopes to approve this at the current meeting.

Scholarship Committee – Dave Leland

- Now kicking off the next cycle of scholarships, mix of scholarships and budget same as last year.
- Leland will retire and plans to designate co-chair and make sure all procedures are up to date and available on Google docs.
- Noted that AWWA Operator Scholarship is not included in the budget. Board will have further discussion later in the meeting about which fund would be designated to provide the match.
- Leland also noted many scholarships are “named” scholarships which provide constraints on the awards.

Distribution Committee – Bill Reynolds

- Committee is at end of two-year rotation for officers. Vice-chair and secretary are willing to continue so upcoming vacancy is for secretary position. Recruiting will be done within the committee.
- Continue to conduct meetings via teleconference. Recently hosted class in Spokane and are better equipped to do another course. A full day of training will be offered at the conference.

Water Resources Committee – Jill Hoyenga

- 2017 budget reduced as trainings will be webinar based, no expenses for session speakers. Half day classes resulted in a lot of work and low attendance.
- Will continue with 4-deep leadership team. Formal call for officers in January but recruitment is ongoing. Committee has produced Officer Roles and Responsibilities Guide which includes event leads and sub-committees as well as annual calendar which facilitates task assignments for routine work throughout the year.
- All membership lists have been moved to Constant Contact.
- Early Bird sessions in 2016 were not well attended; sponsoring two tech sessions this year, one in partnership with Water Conservation Committee.

Public Information Committee – Jill Hoyenga

- Good participation in Excellence in Communication Award competition: 36 entries, hope for 40 this year and encourage participation by small utilities.
- Record amount of money raised.
- Water Quality Communications Workshop in association with Water Quality Committee had 30 attendees and was very well received.

Membership Committee – Andreu Ferrero

- Released on-line database specific to each subsection, will maintain quarterly or as requested.
- Goals is to retain 62% of new members and gain 1% per year. Currently have 1.5% growth rate and 45% retention rate.
- Creating volunteer interest list with survey data and will distribute.
- Subsections are in separate sheets so can only be accessed by members; could limit volunteer interest data to committee chairs.
- Goals include refining new member survey, continuing to contact new members directly.
- Noted that all subsection data can be requested through the web. Guidelines for use will be available.

Seattle Women in Leadership - Katy Isaksen

- One event hosted per year in February, the latest event had 150 attendees. Next event Feb. 15 at Seattle Mountaineers Club with Brenda Lennox as keynote speaker
- Expenses incurred are for catering, want a quality event that will bring people back. Attendance is at good level, want to keep there to facilitate good networking opportunities.
- Aim for \$2,000 per year profit to Section.
- Ultimately may be a sub-committee of Utility Management. Item for Board discussion.

RECESS

The meeting was recessed at 12:05 for lunch. Meeting reconvened at 1:15.

Customer Service Committee – Gayle Renzelman

- Meets three times per year. Future schedule is still unclear due to AWWA changes.
- Budget is conservative.
- Originally slated to receive new program last spring but has not yet become available. Time needed to review information, develop power point and re-apply for CEUs. New materials are much different but confident that the Committee will make the program a success. Held 5 classes this year and hope for 7 next year.

- Succession – setting term limits and bringing in new members to leadership. Established two-year terms and will be filling secretary position next year.

Subsection Advisory Council – Tonya Reiss

- “Speed dating” technique was successful
- Budget request is \$4,000 over last year; this includes adding Hydrant Hysteria team competition, corrected amount for t-shirt costs and funding for second place team shirts and travel to ACE for Meter Madness and Tapping Teams
- YPs have requested \$1500 for scholarships, \$500 more than budget
- Need budget amendment to correct shirt costs and allocate additional \$1,500 for operator scholarships based on YP need-based model. New total \$33,095
- Potential for demonstration of Hydrant Hysteria at winter meeting.

Program Committee – Cheryl Capron, Ronda Farmer

- Despite fewer received abstracts, program is mostly filled. Budget includes \$300 for CEU application process and purchase of adapters so laptops can talk to projectors (will avoid having to pay costs for hotel IT and equipment).
- Speaker gift responsibility has transferred to LAC Committee.
- Succession – Cheryl will continue as chair, same function with support from vice chair. File of individual tasks is continually updated and available in electronic format
- Potential of 1.6 CEUs for full conference attendance.

Research Committee – Alex Mofidi

- Annual workshop, recently completed a series of three classes on erosion control.
- Tech track planned for Kennewick on resiliency and water quality.
- Succession: currently in first year of two-year cycle.
- Workshops so far are free, with venues donated and lunches sponsored.
- Workshops netted about \$9,000.

Washington Water Utility Council – Joan Kersnar

- Doug Quinn is vice chair, beginning cycle of chair and vice chair again. Working with 5-6 core leadership people in committee. Ongoing discussions about how to add new faces.
- Continue to share information and monitor core cases that change policies at state and local level.
- Participation by DOE water staff is important – they have so much turnover that WUC has provided continuity.
- Continuity in main budget items (legal support and help with legislative agenda).
- Dues per connection will remain the same.

Water Treatment Committee and 2017 WQTC – Michelle Cheek

- Chair and vice chair succession set, looking for new secretary in February. Six-year officer rotation established (officers moving through leadership positions).
- Committee meetings in May and August.
- Pre-con well attended last year; another scheduled for Kennewick.
- Supported Research Committee with lead workshops rather than scheduling separately; generally re-evaluating training model, whether stand alone or collaborations with other committees.
- Goeres-Priest noted that Board is not looking for set amount of income, but hoping needed training is provided and if collaboration is easier it is totally encouraged.
- Suggested that committee reach out to subsections; maybe not as big a gap to fill because of good work by other committees so trying to figure out where the need is.
- WQTC in Portland in 2017 and Cheek chairs local host committee which will be assisting with speakers, tech tours. Will have booth at national conference in Indianapolis, have funding for booth and promotional materials
- Next year’s budget – planning a social event during the conference, reaching out to corporate sponsors but have requested funding for signs and advertising.

Cross Connection Control (OCCSRs) – Christine Hollenbeck

- Meet quarterly across Oregon
- Succession: chair and chair-elect designated plus second chair-elect.
- Group is in transition, several groups exist now and OR group is tasked with bringing them together with goal to move around tri state area.
- Provide education, training and networking but must be broad as states have different rules.
- Noted this group operated as a sub-committee of a group that was inactive for awhile and now will step up as a committee. This year will be a year of outreach.
- Kegley will share relevant contacts with Liaison Dean.

Young Professionals Committee – Daniel Reisinger and Kysa Cronrath

- Plans in place to expand fresh ideas poster competition to add Project Poster competition as well as research poster competition to enable more undergraduate students and operators to compete. Research poster winner would be awarded ACE attendance; project poster track would be a regional award.
- Supporting PNS GO! and will also meet on Thursday night to enable networking; potentially combine with first time attendees event. LAC will help with space, food & beverages.
- 2016 YP Summit Nov. 4 at WSU, a full day event
- Budget for SAC adjusted from \$4,000 to \$4,500 for additional scholarship.

RECESS

The meeting was recessed at 2:40 for a break. Meeting reconvened at 2:50.

Water Quality Committee – Jessica Dorsey

- Good quality abstracts for 2017; special subject tech session will focus on Flint Michigan case study.
- Working with S. Oregon subsection and trying to reach other areas.
- Succession: officers serve one year with rotation at annual conference. Currently filled past chair, chair, vice chair and secretary with potential YP interested in secretary position.
- Requested funding for gifts for judges; otherwise have free location and some lunch expenses not accounted for last year.
- Water Quality workshop has potential for training in a box; share with TCC Committee.

Engineering Committee – Jim Konigsfeld

- Committee within budget last year; this year requesting additional funds for Engineering Week activities for K-12 students. Funds formerly from King County subsection and should come from the Committee.
- Full pre-conference session on pipelines and 2 early birds on Thursday
- No training currently scheduled but planning 2 in 2017. Planning tour of Bremerton watershed on 100th anniversary.
- More activities with high schools planned.
- Succession – working on recruitment. Suggest some education at the conference on various committees, potentially include seeking committees on the PNWS GO! App.
- Lundt suggested compiling information on committees and having info displayed as a slide show at the registration desk.
- Board needs clarification about relationship of Engineering Committee budget and King County and Portland subsection budgets.

Utility Management – Barry Buchanan

- Succession plan has not been well defined to date; past chair will now remain as support to incoming chair. People need to be in place a few years before assuming leadership. If Vice Chair unavailable next year, other officers will move up.
- Would like to upgrade membership spreadsheet to something like Constant Contact.
- Looking at Women in Leadership coming under committee umbrella in the future.

- Workshop in Spokane was successful, 25 people and great training exercise.
- Questions regarding asset management training – budgeted in Distribution but should be under Utility Management.
- Salary survey requested by Board last year not finished and committee is not sure of the goal, would like to know if this should move forward.
- Kegley noted initial request came on heels of national survey which was not thought to reflect NW salaries. Duncan noted that the Association survey should be reviewed. Liaison Young will confer with Black and Kegley and provide guidance.
- Kegley noted committee is putting together a three part asset management course. If short on abstracts, could possibly devote an hour to explanation of value of the program at the conference.
- More Board dialogue needed on where Women in Leadership should be within organizational structure

Public Officials Committee – Len Englund

- No sessions planned for Kennewick, need to rebuild and get ready for next year.
- Will solicit for abstracts this summer with focus on regulations
- No current succession plan but should be able to blend in with proposed regrouping of committee.
- Duncan noted there are many questions about lead and public communications coming to public officials from their constituents.

ORWARN – Mary Ellen Collentine

- Successful conference in Newport with about 70 water/wastewater entities attending, focus on preparing for Cascadia exercise in June.
- Conference has been major source of funding. Conference planned every other year and partner with other professional organizations in the off years.
- Will attend Eastern Oregon Operators Conference in the spring and provide a track
- Annual membership meeting includes election of officers – 4 at-large members, chair, vice chair, secretary and appointed treasurer. Good interest in chair position and succession seems in hand for the next few years
- Meeting in Pasco will discuss intrastate responses and access issues to utility workers can get to their sites without being stopped by federal or state officials.
- Struggle for engagement and difficult for small entities to participate. Looking to rotate meetings around state so more can attend.
- Larger utilities have sponsored most activities.

WAWARN – Dave Brown

- The group is struggling and members seem to be more interested in access to the website than meeting.
- Regional chairs similar to Department of Health regions.
- 88 members signed mutual aid agreement and interest has improved.
- Washington, Oregon and Idaho WARNS will meet together in Pasco.
- Pasco has offered training facility and a tabletop exercise will be sponsored by EPA. 18 have signed up but hoping for more and working with Jacki Masters to get more involvement by Pierce County.

RECESS

The meeting was recessed at 4:10 to be continued at 9:00 a.m. October 7.

RECONVENE – October 7

The meeting was reconvened and called to order on Friday, October 7, 2016, at 9:10 a.m. by Chair Goeres-Priest.

BUSINESS ITEMS

Chair Goeres-Priest noted that two items of business regarding Bylaws updates had been tabled yesterday pending further clarification.

Cascades to Coast Bylaw Revisions

Motion: Lundt moved to approve changes to Cascades to Coast Bylaws. Seconded by Duncan. Motion carried unanimously.

Inland Empire Bylaw Revisions

Motion: Lundt moved to approve changes to the Inland Empire Bylaws. Black seconded. Motion carried unanimously.

Amended Education and Training Fund Charter

Motion by Kegley to accept amended Education and Training Fund Charter as recommended by Ad Hoc Committee and Board with understanding that further discussion will be held at the Winter meeting regarding revisions to rules of procedure and the long term strategic plan. Motion carried, 8-1

Budget Amendments

Motion: Duncan moved to amend budget to add operating budget expense of \$2,000 for Professional Operator Scholarship, and \$1,000 operating budget income for AWWA match, and refer the award of the scholarship to the Scholarship Committee. Black seconded. Motion carried unanimously

COMMITTEE REPORTS

Information Technology & Website Committee – Rob Barrett

- Barrett and Ron Farmer trade Chair and Vice Chair roles, job is “light” work and consists of assisting with web updates and help desk style assistance to members. Efforts will continue to bring on new people.
- Working on WebEx, GIS presentation, Go To Meeting trainings.
- Library of web documents will be available.

Training Coordination Committee – Loren Searl

- Expanding outreach and courses
- Looking for new certified instructors for all courses

Budget Recap and Finalization – Jamie Porter

- **Adjusted & corrected price of t-shirts for Subsection Advisory Committee.**
- **Adjusted YP budget to \$4500 (up \$500 for additional scholarships).**
- **Professional Operators Scholarship: \$2000 expense to operating fund, \$1000 income to operating fund for AWWA match.**
- **Adjust conference income to reflect \$10 increase in registration fees and additional 100 attendees (net addition \$38,500 for total net conference income of \$111,705).**
- **Total additional expenses approximately \$20,000.**
- **Net overall deficit of \$28,256 and 50.1% reserve ratio.**

Goeres-Priest noted that 2017 Budget also includes 1) update to web site 2) incorporation of conference planner 3) Board approved Executive Director compensation plan.

Motion: Motion by Duncan to approve 2017 as presented. Seconded by Garbely. Motion carried unanimously.

Goeres-Priest announced that the Board has appointed Bob Ward as incoming Treasurer.

TRUSTEE WORK TEAM REPORTS

Dan Kegley (Committee Chair, Ad-Hoc Committees, Strategic Planning, Public Officials)

- E&T Fund ad hoc committee resulted in well thought-out and vetted revisions to Charter.
- Women In Leadership bears further discussion on place in organizational structure – recommendation has been to place under Utility Management but there is potential to grow and possibly re-form and reconfigure.
- Would like to bring added life into Public Officials Committee and determine what kind of curriculum public officials would like to see as well as engage regulatory partners.
- Strategic planning goals and objectives to be reviewed and re-aligned.

Kari Duncan (National Association Awards & Review, ID OR WA Water Utility Councils, ORWARN, IDWARN, WAWARN)

- Oct. 1 deadline for most awards.
- Substantial efforts to promote Marshall Thompson's bid for delegate at large.
- WUCs discussing big topics, determining succession plans
- Some questions about Washington WUC Bylaws – they should reflect practice.
- ID WARN has 29 members, 15 associate members, conducts quarterly meetings
- Must recognize importance of WARNS, need to collaborate on mutual aid plans and work through barriers from federal, state and municipal entities.

Randy Black (Nominating, Past Chairs, Scholarship, E&T Fund, 20/20 Vision & Veteran's Initiative)

- Slate of candidate will be in December newsletter, ballots out on November 1
- Past Chairs met yesterday
- Information on Professional Operator scholarship will be published in Water Matters.
- 20/20 has continued success and progress with the new career materials; moving forward with website changes and additions.

Chris Young (Utility Management, Historian, Conference Program, Training Coordination)

- Utility Management focusing on mission statement; conducting a workshop in March
- "Historian" changing to "History Committee" wants to provide histories of local utilities, hopes to develop synergy with 20/20 and YPs to encourage participation in industry.

James Dean (Cross Connection – OCCSRS, Subsection Advisory Council, Distribution, Safety)

- Hoping for OR Subsections to provide more contacts for WA and ID.
- Like to set up Hydrant Hysteria demo for Winter board meeting.
- A potential chairperson has been identified for Safety Committee. .

Jennifer Garbely (Customer Service, Young Professionals, Publications, Water Treatment)

- YP summit coming up, hope for some attendance by seasoned professionals to provide mentoring, etc.
- Please share all publication deadlines with Committees.

Jeff Lundt (Manufacturers and Suppliers, Water Quality, Small Systems, Research)

- Need to determine how to assist struggling committees and develop committee road maps.
- Roles and responsibilities need to be defined for all committees.
- New interest in Small Systems with potential new member from Inland Empire.

Stephanie Raddatz (Water Conservation, Conference Local Arrangements, IT & Web Site, Membership)

- Water Conservation succession plan in place, partnerships with IT and Water Resources for training session.

Mike Whiteley (Engineering, Water for People, Public Information, Water Resources)

- Draft form of the roles and responsibilities document produced by Water Resources Comm. is thorough and could be an excellent template for other committees.
- All committees should look and their vision and adapt to times and membership.

Adjourn

There being no further business, the meeting was adjourned at 10:15